

Phil Norrey
Chief Executive



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To: The Chair and Members of the
Cabinet

County Hall
Topsham Road
Exeter
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EX2 4QD

(See below)

Your ref :
Our ref :

Date : 30 June 2020
Please ask for : Karen Strahan, 01392 382264

Email: karen.strahan@devon.gov.uk
:

CABINET

Wednesday, 8th July, 2020

A meeting of the Cabinet is to be held on the above date at 10.30 am to consider the following matters. This will be a virtual meeting, for the joining instructions please contact the Clerk for further details on attendance and / or public participation.

P NORREY
Chief Executive

AGENDA

PART I - OPEN COMMITTEE

1 Meetings Procedures and Etiquette

The Head of Democratic Services to present.

2 Apologies for Absence

3 Items Requiring Urgent Attention

Items which in the opinion of the Chair should be considered at the meeting as matters of urgency.

4 Minutes

Minutes of the meeting held on 13 May 2020 (previously circulated).

- 5 Announcements
- 6 Petitions
- 7 Question(s) from Members of the Council

FRAMEWORK DECISION

NIL

KEY DECISIONS

- 8 Approval to Revenue & Capital Outturn 2019/2020 (Pages 1 - 34)

Report of the County Treasurer (CT/20/48) highlighting the outturn position for 2019/2020, attached.

Electoral Divisions(s): All Divisions

- 9 Proposals for Additional Highway Maintenance Capital Allocation 2020-21 - Pothole Fund - Budget 2020 (Pages 35 - 42)

Report of the Chief Officer for Highways, Infrastructure, Development and Waste (HIW/20/23) on proposals for additional Highway Maintenance Capital Allocation 2020-21 (Pothole Fund), attached.

Electoral Divisions(s): All Divisions

- 10 A Gateway to Northern Devon - A361/A39 North Devon Link Road South Molton to Bideford Approval to Proceed with submission of Full Business Case, Tender Award & Construction (Pages 43 - 68)

Report of the Head of Planning, Transportation and Environment (PTE/20/11) seeking approval to proceed with submission of Final Business Case, Tender Award & Construction for the A361/A39 North Devon Link Road South Molton to Bideford, attached.

An Impact Assessment is also attached for the attention of Members at this meeting.

Electoral Divisions(s): Barnstaple North; Barnstaple South; Bideford East; Bideford West & Hartland; Chulmleigh & Landkey; Fremington Rural; South Molton; Tiverton East; Tiverton West; Willand & Uffculme

- 11 Learner Services Contract Extension (Pages 69 - 74)

Report of the Head of Education and Learning seeking approval to extend the Learner Services Contract, attached.

Electoral Divisions(s): All Divisions

- 12 SEND Sustainability of Statutory Duties (Pages 75 - 84)

Report of the Chief Officer for Childrens Services (CS/20/08) seeking approval to the SEN Business Case to ensure the sustainability of statutory SEND services during the Covid-19 recovery period and wider transformation programme, attached.

Electoral Divisions(s): All Divisions

MATTERS REFERRED

13 Treasury Management Stewardship Outturn Report (Pages 85 - 90)

Report of the County Treasurer (CT/20/47) on the Treasury Management Stewardship Outturn, previously considered and commended to the Cabinet by the Corporate Infrastructure and Regulatory Services Scrutiny Committee held on 24th June 2020 (Minute *180 refers), attached.

Electoral Divisions(s): All Divisions

14 Children's Scrutiny Committee - Special Educational Needs & Disability (SEND) Transitions Task Group (Pages 91 - 104)

At its meeting on 9th June 2020, the Children's Scrutiny Committee considered the Report of the Special Educational Needs & Disability (SEND) Transitions Task Group (Minute *?? refers) which focussed on 'transitions', in particular: understanding the experiences of parents/carers and children and young people with a range of needs and disabilities, their journey through the system and reviewing the local area's approach to preparing for adulthood, and the support provided.

The Scrutiny Committee thanked the Chair of the Review, other Members and the Scrutiny Officer for their excellent work.

At the Children's Scrutiny Committee, both the Committee and Cabinet Member for Children's Services welcomed the report and RESOLVED that the key themes and potential areas for development contained in the Task Group report be commended to the Cabinet.

Recommendation

- (a) That the Children's Scrutiny Committee be thanked for its Task Group review and associated report; and
- (b) that the relevant Cabinet Member's (Children's Services and Adult Social Care and Health Services) and Chief Officer for Children's Services and the Joint Associate Director of Commissioning be asked to take forward the Report and progress / co-ordinate progress towards the objectives identified in it, engaging other partners and community organisations as necessary.

Electoral Divisions(s): All Divisions

OTHER MATTERS

15 COVID-19 - Response, Progress and Funding (Pages 105 - 108)

Joint Report of the County Treasurer and Chief Officer for Communities, Public Health, Environment and Prosperity (CT/20/58) giving an overview of COVID-19, progress and financial implications, attached.

Electoral Divisions(s): All Divisions

16 Local Outbreak Management Plan (Pages 109 - 128)

Report of the Director of Public Health (Chief Officer for Communities, Public Health, Environment and Prosperity) (PH/20/02) giving an update on the Local Outbreak Management Plan and the associated (non-statutory) governance arrangements, attached.

The Plan is also attached as an Appendix to the Report.

Electoral Divisions(s): All Divisions

STANDING ITEMS

17 Question(s) from Members of the Public

18 Minutes

Minutes of the bodies shown below are circulated herewith for information or endorsement as indicated therein (i.e. any unstarred minutes):

(a) Devon Education Forum - 17 June 2020 (Pages 129 - 136)

[NB: Minutes of [County Council Committees](#) are published on the Council's Website:

Minutes of the [Devon Education \(Schools\) Forum](#):

Minutes of the [South West Waste Partnership](#)

Minutes of the [Devon & Cornwall Police & Crime Panel](#)

19 Delegated Action/Urgent Matters

The Register of Decisions taken by Members under the urgency provisions or delegated powers is available on the website in line with the Council's Constitution and Regulation 13 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The decisions taken and associated information can be found [here](#).

20 Forward Plan (Pages 137 - 144)

In accordance with the Council's Constitution, the Cabinet is requested to review the list of forthcoming business (previously circulated) and to determine which items are to be defined as key and/or framework decisions and included in the Plan from the date of this meeting.

[NB: The Forward Plan is available on the Council's website at: <http://democracy.devon.gov.uk/mgListPlans.aspx?RPId=133&RD=0&bcr=1>]

PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC

21 Exclusion of the Press and Public

Recommendation: that the press and public be excluded from the meeting for the following item of business under Section 100(A)(4) of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act namely, the financial or business affairs of the preferred bidder or tenderers for the provision or supply of council goods or services, and in accordance with Section 36 of the Freedom of Information Act 2000, by virtue of the fact that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

22 Street Lighting Term Maintenance Contract 2020 - 2030 (Pages 145 - 160)

[An item to be considered by the Cabinet in accordance with the Cabinet Procedure Rules and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, no representations having been received to such consideration taking place under Regulation 5(5) thereof]

Report of the Chief Officer for Highways, Infrastructure Development and Waste (HIW/20/24) seeking approval of the award of street lighting term maintenance contract for 2020 to 2030, attached for Members of the Cabinet.

An Impact Assessment was also available and attached for Members of the Cabinet.


Electoral Divisions(s): All Divisions

Notice of all items listed above have been included in the Council's Forward Plan for the required period, unless otherwise indicated. The [Forward Plan](#) is published on the County Council's website.

Notice of the decisions taken by the Cabinet will be sent by email to all Members of the Council within 2 working days of their being made and will, in the case of key decisions, come into force 5 working days after that date unless 'called-in' or referred back in line with the provisions of the Council's Constitution. The Minutes of this meeting will be published on the Council's website, as indicated below, as soon as possible.

Members are reminded that Part II Reports contain confidential information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s).

Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Democratic Services Officer at the conclusion of the meeting for disposal.

Membership
Councillors J Hart (Chair), S Barker, R Croad, A Davis, R Gilbert, S Hughes, A Leadbetter, J McInnes and B Parsons
Cabinet Member Remits
Councillors Hart (Policy, Corporate and Asset Management), Barker (Resources), Croad (Community, Public Health, Transportation & Environmental Services), Davis (Infrastructure Development & Waste), R Gilbert (Economy & Skills) S Hughes (Highway Management), Leadbetter (Adult Social Care & Health Services), McInnes (Children's Services & Schools) and Parsons (Organisational Development & Digital Transformation)
Declaration of Interests
Members are reminded that they must declare any interest they may have in any item to be considered at this meeting, prior to any discussion taking place on that item.
Access to Information
Any person wishing to inspect the Council's / Cabinet Forward Plan or any Reports or Background Papers relating to any item on this agenda should contact Karen Strahan, 01392 382264. The Forward Plan and the Agenda and Minutes of the Committee are published on the Council's Website and can also be accessed via the Modern.Gov app, available from the usual stores.
Webcasting, Recording or Reporting of Meetings and Proceedings
The proceedings of this meeting may be recorded for broadcasting live on the internet via the 'Democracy Centre' on the County Council's website. The whole of the meeting may be broadcast apart from any confidential items which may need to be considered in the absence of the press and public. For more information go to: http://www.devoncc.public-i.tv/core/
In addition, anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chair. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer in attendance so that all those present may be made aware that is happening.
Members of the public may also use Facebook and Twitter or other forms of social media to report on proceedings at this meeting. An open, publicly available Wi-Fi network (i.e. DCC) is normally available for meetings held in the Committee Suite at County Hall. For information on Wi-Fi availability at other locations, please contact the Officer identified above.
Questions to the Cabinet / Public Participation
A Member of the Council may ask the Leader of the Council or the appropriate Cabinet Member a question about any subject for which the Leader or Cabinet Member has responsibility. Any member of the public resident in the administrative area of the county of Devon may also ask the Leader a question upon a matter which, in every case, relates to the functions of the Council. Questions must be delivered to the Office of the Chief Executive Directorate by 12 noon on the fourth working day before the date of the meeting. The name of the person asking the question will be recorded in the minutes. For further information please contact Karen Strahan on 01392 382264 or look at our website
Emergencies
In the event of the fire alarm sounding leave the building immediately by the nearest available exit, following the fire exit signs. If doors fail to unlock press the Green break glass next to the door. Do not stop to collect personal belongings, do not use the lifts, do not re-enter the building until told to do so.
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If you need a copy of this Agenda and/or a Report in another format (e.g. large print, audio tape, Braille or other languages), please contact the Customer Service Centre on 0345 155 1015 or email: committee@devon.gov.uk or write to the Democratic and Scrutiny Secretariat in G31, County Hall, Exeter, EX2 4QD.
 Induction loop system available

NOTES FOR VISITORS

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SatNav – Postcode EX2 4QD

Walking and Cycling Facilities

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Access to County Hall and Public Transport Links

Bus Services K, J, T and S operate from the High Street to County Hall (Topsham Road). To return to the High Street use Services K, J, T and R. Local Services to and from Dawlish, Teignmouth, Newton Abbot, Exmouth, Plymouth and Torbay all stop in Barrack Road which is a 5 minute walk from County Hall. Park and Ride Services operate from Sowton, Marsh Barton and Honiton Road with bus services direct to the High Street.

The nearest mainline railway stations are Exeter Central (5 minutes from the High Street) and St David's and St Thomas's both of which have regular bus services to the High Street. Bus Service H (which runs from St David's Station to the High Street) continues and stops in Wonford Road (at the top of Matford Lane shown on the map) a 2/3 minute walk from County Hall, en route to the RD&E Hospital (approximately a 10 minutes walk from County Hall, through Gras Lawn on Barrack Road).

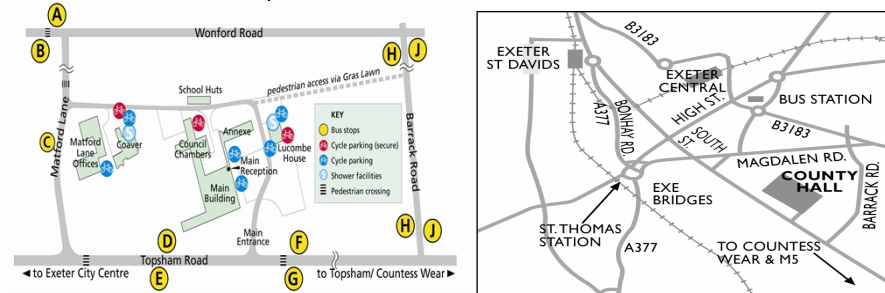
Car Sharing

Carsharing allows people to benefit from the convenience of the car, whilst alleviating the associated problems of congestion and pollution. For more information see: <https://liftshare.com/uk/community/devon>.

Car Parking and Security

There is a pay and display car park, exclusively for the use of visitors, entered via Topsham Road. Current charges are: Up to 30 minutes – free; 1 hour - £1.10; 2 hours - £2.20; 4 hours - £4.40; 8 hours - £7. Please note that County Hall reception staff are not able to provide change for the parking meters.

As indicated above, parking cannot be guaranteed and visitors should allow themselves enough time to find alternative parking if necessary. Public car parking can be found at the Cathedral Quay or Magdalen Road Car Parks (approx. 20 minutes walk). There are two disabled parking bays within the visitor car park. Additional disabled parking bays are available in the staff car park. These can be accessed via the intercom at the entrance barrier to the staff car park.



NB   Denotes bus stops

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First Aid

Contact Main Reception (extension 2504) for a trained first aider.

Revenue and Capital Outturn 2019/20



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2019/20 REVENUE & CAPITAL OUTTURN

Report of the County Treasurer

Please note that the following recommendations are subject to consideration and determination by the Cabinet (and confirmation under the provisions of the Council's Constitution) before taking effect.

RECOMMENDATIONS:

It is recommended that:

- a) Members note that the draft outturn for 2019/20, after carry forwards and contributions to balances, reserves and provisions, shows an underspend of £33,000 against the approved revenue budget;
- b) The 2019/20 revenue outturn be approved, including transactions on earmarked reserves and provisions, spending against budget, treatment of over and under spending and the implications for balances, as set out in the tables and the narrative of the report;
- c) The 2019/20 capital outturn be approved including spending against budget and proposed carry forwards, in accordance with the tables;
- d) The use of capital finance as set out in the Determination of Capital Finance section 11 of the report be approved;
- e) A total of £14.432 millions is set aside from revenue resources as Minimum Revenue Provision (provision for credit liabilities to repay debt);
- f) The Prudential Indicators as set out in section 10 of this report be noted; and
- g) The total monies owing to the Council as at 31st March 2020 be noted.

1. Summary

- 1.1 Members have received regular budget monitoring reports throughout 2019/20 in which budget pressures and risks have been identified. The most significant of these have related to Adult Services and Children's Services that were forecasting an overspend of £6.2 millions and £6.0 millions respectively. In order to offset some of the overspending Cabinet had planned to not make the budgeted contribution of £3 millions to the Budget Management Reserve and £5 millions to the Transformation Reserve. As set out below the final outturn is slightly better than anticipated and it has been possible to go ahead and make the £3 million contribution to the Budget Management Reserve and £1 million to the Transformation Reserve as well as the usual contribution to the Business Rates Risk Reserve of the Business Rates Pooling gain.

- 1.2 The Dedicated Schools Grant has also been under significant pressure all year due to Government underfunding of the Special Educational Needs and Disabilities (SEND) Service. At its highest this was forecast at over £21 millions, the year-end position is a shortfall of £19.8 millions. As discussed throughout the year this sum is now held in a negative reserve on the Balance Sheet. This is discussed in more detail in paragraph 5.2 and can be seen in the Earmarked Reserves table on page 12.
- 1.3 The financial year has now ended and the overall authority position, excluding the SEND underfunding and after transfers to and from Reserves, is a small underspending of £33,000.
- 1.4 Detailed explanations of the final financial position for each service area are given in section 2 of this report.

2. Spending

2.1 Adult Care and Health

- 2.1.1 The outturn for Adult Care and Health Services shows an overall net overspend of just under £5.7millions, after a carry forward request of £731,000 that relates to the Better Care Fund and is explained in more detail in section 3.
- 2.1.2 Adult Care operations and Health is showing an overspend of £6.2 millions. The overspend is the result of price and activity pressures; total care packages for older people and disabilities were 382 more than budgeted for at year end. Underspends in staffing and contract costs have offset some of this pressure. Adult Commissioning and Health is showing an underspend of £491,000. This is the result of an underspend on staffing and central contracts which more than offsets the overspend on Mental Health services.

2.2 Children's Services

- 2.2.1 The outturn position for Children's Services is an overspend of £4.4 millions.
- 2.2.2 For Children's Social Care the overspend is £1.5 millions. The main cause has been a greater number of children with complex needs requiring enhanced packages of care within supported accommodation provision, which resulted in an overspend of just over £2 millions. In Disabled Children's Services more children and their families are accessing short break services, some with very high levels of need, resulting in an overspend of £835,000. Increased legal costs associated with higher volumes of cases and reduced income, added a further pressure of £817,000. Increases in Special Guardianship Orders and allowances, increased commissioning of advocacy services, and the use of agency staff to cover vacancies and increased demand have resulted in an overspend of £560,000. Lower than budgeted numbers of looked after disabled children, the net effect of all other placement mix and price variations, vacancies and other variations within the service have led to a combined underspend of £2.7 millions.
- 2.2.3 For Education and Learning General Fund the final position is an overspend of £2.8 millions. The most significant adverse variance is within Schools Transport. The personalised transport budget has seen increased costs and higher numbers of children with Special Educational Needs requiring personalised transport.

- 2.2.4 Education and Learning spending on schools is funded by the ring-fenced Dedicated Schools Grant (DSG). Throughout the year there has been increasing concern over the funding shortfall relating to the Special Educational Needs and Disabilities (SEND) element of the Grant. At the end of the year this funding shortfall is £19.8 millions mainly due to increased demand and rising costs around high needs and in particular Independent Special School placements. This is a national issue, but that is little comfort. In line with requirements issued by the Department for Education, the County Council must carry forward the whole funding shortfall to the DSG budget in future years, which will be held on the balance sheet as a negative reserve. This is further explained in section 5 and can be seen within the Earmarked Reserves table on page 12.
- 2.2.5 The following carry forwards have been agreed by the Schools Forum. Ring fenced schools surplus balances of £16.1 millions, other central and delegated balances of £3.6 millions and the High Needs deficit of £19.8 millions.
- 2.3 Communities, Public Health, Environment and Prosperity
- 2.3.1 The outturn for Communities, Public Health, Environment and Prosperity shows an overall underspend of just over £1 millions after taking into account grants and contributions carry forward, and other carry forward request as detailed on page 17.
- 2.3.2 Communities and other services are underspent by £198,000. This is mainly due to underspends on staffing and variations on activity. Economy Enterprise and Skills is underspent by £198,000. This is mainly a result of slippage on major development projects, underspends on staffing and increased income. Planning, Transportation and Environment is showing an underspend of £663,000. This relates mainly to reduced National Travel Scheme journey numbers, a mixture of capitalisation and slippage on community flood schemes, fees from secondment of staff and slippage on various project spend.
- 2.3.3 Public Health underspent by £1.7 millions against the Public Health Grant. This latter amount has been added to the statutory public health reserve.
- 2.4 Corporate Services
- 2.4.1 The outturn for Corporate Services shows an overall overspend of just over £1.1 millions after taking into account grants and contributions carry forward, and any other carry forward requests that are shown on page 18.
- 2.4.2 Chief Executive, HR, Legal and communications are £131,000 overspent. Under achievement of savings plans and backlog management within the Coroners service, have been offset to a great extent by underspends from vacancies and improved income generation.
- 2.4.3 Digital transformation and Business Support are showing an underspend of £779,000. Scomis Group contributed £320,000 of the underspend, generated by the education sector and other commissioned work, with slippage in delivering the IT roadmap and increased income generation more than offsetting other service pressures.
- 2.4.4 The County Treasurer is showing an underspend of £94,000 linked to increased income generation and vacancies.

2.4.5 Delivery of Cross Council Savings strategies built into the budget were not required resulting in an overspend of £1.9 millions.

2.5 Highways, Infrastructure Development and Waste

2.5.1 An overspend of £1.4 millions has been generated within Highways and Traffic Management. Pressures from safety defect repairs and income targets within highways network management have been partially offset by reduced winter service activities and underspends on street lighting energy savings from LED conversions.

2.5.2 Waste tonnages have reduced through the year, including both disposal and recycling activities. This has contributed to a net underspend for the service of £3.6 millions.

2.5.3 Expenditure of £7.7 millions has been charged to the On-street parking account during the year. This includes items such as operating costs for on-street parking and enforcement activities, public transport support and highways cyclic maintenance works. Income totalling £6.9 millions has been generated, leaving a shortfall against expenditure of £0.8 millions. The balance of the reserve has reduced from £3.3 millions to £2.5 millions at 31st March 2020. As shown in the 2020/21 budget book, the balance of the account is expected to continue to reduce over future years.

2.6 Other Items

2.6.1 £1.2 millions of the budget for a Pension Contribution Shortfall has not been needed and is therefore underspent this has helped to reduce the overspending on services to £6.7 millions.

2.6.2 As outlined in section 3 of this report, the Better Care Fund has underspent this year and £1.0 million of the Improved Better Care Fund Grant is being carried forward into 2020/21.

2.6.3 Interest Receivable is £922,000 more than budgeted. This can mostly be attributed to achieving a higher average return on investments in banks and building societies than budgeted of 0.97% compared with the target of 0.75%.

2.6.4 The Council Tax Support Partnership budget is underspent by £279,000. Due to the mild winter the Bellwin Scheme Related Emergencies budget of £1.5 millions has not been needed and remains unspent at the year-end.

2.6.5 The Covid19 Pandemic started to impact the authority's finances in March and £843,000 of costs and lost income was incurred. The authority's share of the first £1.6bn Covid19 funding grant was £22.5 millions and was received in March; of this £843,000 has been used to offset the costs incurred and the remaining £21.7 millions is being carried forward to 2020/21. The pandemic is causing considerable financial uncertainty and the Outturn therefore includes a prudent increase in the Bad Debt Provision of £1.4 millions.

2.6.6 £257,000 of the Brexit Preparation Grant remains unspent and it is recommended that it is carried forward to 2020/21. £217,000 infrastructure development budget was carried forward from 2018/19; this sum is committed to future capital projects and it is recommended that £208,000 is carried forward again this year.

- 2.6.7 £160,000 of additional compensation grants for Business Rates reliefs along with £2.3 millions of income from being part of the Devon Business Rates Pool have been transferred to the Business Rates Risk Reserve to help increase resilience to future fluctuations.
- 2.6.8 The Government has distributed the surplus on the Business Rates Levy Account and Devon's share of this is £344,000 s. This along with variances on Local Service Support Grant, Schools Improvement and other small grants have been used to balance the overall outturn position.

3. Better Care Fund

- 3.1 The Better Care Fund (BCF) for 2019/20 totals £101.974 millions which is reporting an underspend of £1.740 millions (1.7%); £1.010 millions grant and £731,000 revenue. This total will be carried forward in full by the Council to 2020/21, to continue with 2019/20 spending plans within the terms of the BCF framework agreement. The revenue underspending of £731,000 is attributable to both a reduced spending within Adult Carers and Care Act services, along with some reduced spending for support to social care. The BCF governing body, the Joint Commissioning Co-ordination Group, have agreed that all of the surplus fund carried forward in to the 2020-21 financial year will be reinvested specifically for BCF purposes. For more information on the Better Care Fund, please see the table on pages 22.

4. General Balances

- 4.1 The working balance at 31st March 2019 was £14.7 millions. The review of the financial risk assessment prepared when the 2019/20 Budget was set indicates that the Council should hold a working balance of about £14 millions. The outturn has enabled £33,000 to be added to the working balance.

5. Earmarked Reserves

- 5.1 At the beginning of the financial year, earmarked reserves (excluding schools and non-schools carry forwards) stood at £111.2 millions. During the year earmarked reserves have increased by a net £8.8 millions to £120.0 millions. The reason for this movement is explained below:

	£000	£000
Budgeted contribution		7,500
Underspend on Public Health Ring-fenced Grant	1,686	
Business Rates Risk Reserve - Pooling Gain & additional grant	<u>2,441</u>	
		4,127
Spend on Transformation	(1,475)	
Spend from On Street Parking Reserve	(786)	
Spend from Climate Change Emergency Reserve	(54)	
Spend from Business Rates Pilot Reserve	(503)	
Spend from Budget Management Reserve	<u>(20)</u>	
		<u>(2,838)</u>
		8,789

Page 8

5.2 For the first time, the authority now also holds a negative reserve. The underfunding of the Dedicated Schools Grant SEND service has resulted in £19.772 millions being held on the Balance Sheet. The creation of the negative reserve is in line with Government requirements and, whilst recognising this is a national issue, it is nonetheless a worrying development for Local Government. It is unclear how Government intends to rectify the historic and projected future underfunding.

5.3 Details of earmarked reserves are contained on page 12.

6. Conclusion

6.1 In spite of significant budget pressures within both Adult and Children's services, careful management of the Budget throughout the year has allowed the authority to end the year with a small underspending of £33,000. Although it has not been possible to make the full budgeted contribution to Reserves the £7.5 millions we have been able to make plus the £2.4 millions from Business Rates have helped to improve the authority's financial resilience. The financial impact of the Pandemic, the country's departure from the EU, ongoing pressures in Social Care and the funding shortfall in SEND, mean the authority is facing huge financial risk in both the short and medium term. This, coupled with ongoing uncertainty over our Core Funding from Government, makes it very pleasing that we have ended 2019/20 the way we have.

REVENUE OUTTURN SUMMARY 2019/20

	Final	Spending	Variations	Recommended Action				
	Approved		(Under) /	Grant	Other	Transfer	Recommended	(Increase)/
	Budget		Over	to 20/21	to 20/21	To/(From)	Outturn	Decrease
	(1)	(2)	(3)	from 19/20	from 19/20	Reserves	(7)	in Balances
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
1 Adult Care and Health	243,823	248,778	4,955		731		249,509	5,686
2 Children's Services	154,119	155,529	1,410	2,945			158,474	4,355
3 Communities, Public Health, Environment and Prosperity	46,215	35,348	(10,867)	6,364	1,758	1,686	45,156	(1,059)
4 Corporate Services	33,610	33,997	387		745		34,742	1,132
5 Highways, Ifrastructure Development & Waste	55,181	52,821	(2,360)	182			53,003	(2,178)
6 Central Contingency - Apprenticeship Levy	590	651	61				651	61
7 Pension Contribution Shortfall	2,261	1,013	(1,248)				1,013	(1,248)
8 Insurance Provision	700	700	0				700	0
TOTAL FOR SERVICES	536,499	528,837	(7,662)	9,491	3,234	1,686	543,248	6,749
9 Budget Carry Forward Fund	(35,833)		35,833	(31,716)	(4,117)		(35,833)	0
NON-SERVICE ADJUSTMENTS								
Other	0	(438)	(438)				(438)	(438)
11 Improved Better Care Fund Carry Forward	1,010		(1,010)	1,010			1,010	0
12 Capital Financing Charges	38,377	38,403	26				38,403	26
13 Capital Financing Charges - PFI	13,848	13,847	(1)				13,847	(1)
14 Investment Income on Balances	(1,600)	(2,522)	(922)				(2,522)	(922)
Levies and Contributions to Outside Bodies:								
15 Environment Agency	606	604	(2)				604	(2)
16 Devon Sea Fisheries	341	341	0				341	0
17 Brexit Preparations	257	0	(257)		257		257	0
18 Council Tax Support Partnership	350	71	(279)				71	(279)
19 Bellwin Scheme Related Emergencies	1,500	0	(1,500)				0	(1,500)
20 COVID spend	0	843	843				843	843
21 Bad Debt Provision	0	1,444	1,444				1,444	1,444
22 Infrastructure Development	217	9	(208)		208		217	0
23 Direct Revenue Support for Capital	779	798	19				798	19
24 Schools contribution to capital expenditure	(599)	(599)	0				(599)	0

REVENUE OUTTURN SUMMARY 2019/20

	Final	Spending	Variations	Recommended Action				
	Approved Budget		(Under) / Over	Grant C/Fwd to 20/21 from 19/20	Other C/Fwd to 20/21 from 19/20	Transfer To/(From) Reserves	Recommended Outturn	(Increase)/ Decrease in Balances
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
25 Transfer to Budget Management Reserve	3,000	3,000	0				3,000	0
26 Transfer to Budget Mgt Reserve - formerly SEND Reserve	3,500	3,500	0				3,500	0
27 Contribution to Transformation Reserve	5,000	1,000	(4,000)				1,000	(4,000)
28 Business Rates - Government Grants	(6,821)	(7,020)	(199)			160	(6,860)	(39)
29 Business Rates - Levy Account Suplus Distribution	0	(344)	(344)				(344)	(344)
30 Independent Living Fund Grant	(2,623)	(2,623)	0				(2,623)	0
31 Education Statutory retained duties - schools contribution	(1,476)	(1,490)	(14)				(1,490)	(14)
32 Local Service Support Grant	(581)	(533)	48				(533)	48
33 New Homes Bonus	(3,659)	(3,659)	0				(3,659)	0
34 Rural Services Delivery Grant	(7,455)	(7,455)	0				(7,455)	0
35 Lead Local Authority Flood Relief Grant	(95)	(95)	0				(95)	0
36 Adult Social Care Support Grant	(6,108)	(6,108)	0				(6,108)	0
37 Winter Pressures	(3,576)	(3,575)	1				(3,575)	1
38 Schools Improvement Grant	0	(715)	(715)				(715)	(715)
39 BREXIT Contingency Planning Grant	(175)	(175)	0				(175)	0
40 Improved Better Care Fund	(24,695)	(24,695)	0				(24,695)	0
41 Covid 19 Support Grant	0	(22,516)	(22,516)	21,673			(843)	(843)
42 Business Rates - Pooling Gain	0	(2,281)	(2,281)			2,281	0	0
43 Other Grants	0	(66)	(66)				(66)	(66)
44 Sub Total	509,988	505,788	(4,200)	458	(418)	4,127	509,955	(33)
45 Routine Spending from Earmarked Reserves	4,333	2,838	(1,495)				2,838	(1,495)
46 Routine Use of Earmarked Reserves	(4,333)		4,333			(2,838)	(2,838)	1,495
47 TOTAL	509,988	508,626	(1,362)	458	(418)	1,289	509,955	(33)

REVENUE OUTTURN 2019/20

WORKING BALANCES

	Balance 1st April 2019 (1)	Contrib'ns (2)	Spending (3)	Balance 31st March 2020 (4)
	£'000	£'000	£'000	£'000
1 Working Balances	14,757			
2 External Support for Revenue Spending		509,988		
3 Net Revenue Spending			(509,955)	14,790
4 Total County Fund	14,757	509,988	(509,955)	14,790

EARMARKED RESERVES

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	Balance 1st April 2019 (1) £'000	Contrib'ns from Budget & Transfers (2) £'000	Contrib'ns from / (to) Outturn (3) £'000	Spending (4) £'000	Balance 31st March 2020 (5) £'000
1 Affordable Housing	182				182
2 Budget Management	53,530	6,500		(20)	60,010
3 Business Rates Risk Management	12,747		2,441		15,188
4 Business Rates Pilot	11,505			(503)	11,002
5 Public Health	612		1,686		2,298
6 Emergency	18,089				18,089
7 Climate Change Emergency	250			(54)	196
8 On Street Parking	3,276			(786)	2,490
9 Service Transformation	10,981	1,000		(1,475)	10,506
	111,172	7,500	4,127	(2,838)	119,961
10 Schools Carry Forward	16,203		16,133	(16,203)	16,133
11 Dedicated Schools Grant - SEND High Needs	0		(19,772)		(19,772)
12 Non Schools Carry Forward	19,630		39,512	(19,630)	39,512
	35,833	0	35,873	(35,833)	35,873
Total	147,005	7,500	40,000	(38,671)	155,834

REVENUE OUTTURN 2019/20

FUNDING REVENUE SPENDING

FUNDING REVENUE SPENDING

	£'000	£'000
1 Total revenue spending		509,955
2 Budget Variation added to balances		33
3 Budget level		509,988
4 Financed by:		
5 Revenue Support Grant	(537)	
6 Business Rates Retention Scheme - Local Element	(21,405)	
7 Business Rates Retention Scheme - Top Up	(79,360)	
8 Business Rates Collection Fund Surplus	(2,364)	
9 Council Tax - precepts on District Councils	(406,322)	
10 Total financing		(509,988)

PROVISIONS

	1st April 2019 (1) £'000	(2) £'000	(3) £'000	Required (4) £'000	31st March 2020 (5) £'000
1 Doubtful debts provision	2,108	1,491	(18)	(385)	3,196
2 Insurance	13,977	3,050	(2,345)		14,682
3 Out of date cheques	86	24	(5)	(19)	86
4 Green Waste	100				100
5 Structural redundancies	10		(10)		0
6 Social Care	54	429	(49)		434
Total	16,335	4,994	(2,427)	(404)	18,498

REVENUE OUTTURN 2019/20 – RECOMMENDED ACTION

ADULT CARE AND HEALTH

	Final Adjusted Budget (1)	Unadjusted Spending (2)	Grants c/fwds to 2020/21 (3)	Variations (Under) / Over (4)	Recommended Action Other c/fwds to 2020/21 (5)	Final Outturn (Under) / Over (6)
	£'000	£'000	£'000	£'000	£'000	£'000
Adult Care Operations & Health	215,601	221,778	0	6,177	0	6,177
Adult Commissioning & Health (incl Mental Health)	24,231	23,740	0	(491)	0	(491)
Better Care Fund (DCC) Contributions	3,991	3,260	0	(731)	731	0
Revenue Outturn	243,823	248,778	0	4,955	731	5,686

VARIATIONS BETWEEN BUDGET AND SPEND

	£'000	£'000
<u>Adult Care Operations & Health</u>		
Older People - residential and nursing price and volume pressures. Higher unit costs have led to an overspend of £4.1m, and higher volumes (144 over budget at year end) account for £3.1m overspend. These overspends are partly offset by savings in community based services.	5,994	
Disability Services, including autistic spectrum conditions - increased costs as a result of the number of packages being 238 more than budgeted and increased price pressures, partially offset by Continuing Health Care agreements including one-off backdated amounts.	1,859	
Older People & Disability in-house - reduction in staffing and other costs	(39)	
Social Care Reablement, Sensory, Community Enabling and other operational budgets - underspends in staffing and contracts costs	(1,637)	6,177
<u>Adult Commissioning & Health (incl Mental Health)</u>		
Staffing vacancies	(276)	
Underspends on central contracts	(462)	
Net overspend on Mental Health costs and volumes of placements	247	(491)
Underspend within Better Care Fund		(731)
		<u>4,955</u>
CARRY FORWARD PROPOSALS		
Better Care Fund		731
		<u>731</u>
		<u>5,686</u>
CONTRIBUTION (TO) / FROM OUTTURN		

REVENUE OUTTURN 2019/20 – RECOMMENDED ACTION

CHILDREN'S SERVICES

	Final Adjusted Budget (1) £'000	Unadjusted Spending (2) £'000	Grants c/fwd in 2020/21 (3) £'000	Variations (Under)/Over (4) £'000	Recommended Action Other c/fwds in 2020/21 (5) £'000	Final Outturn (Under)/Over (6) £'000
Children's Social Work	96,291	96,130	1,709	1,548	0	1,548
Education & Learning - General Fund	41,360	42,919	1,248	2,807	0	2,807
Education & Learning - Dedicated Schools Grant: Schools, Early Years & Central School Services	(17,078)	(36,050)	19,760	788	0	788
Education & Learning - Dedicated Schools Grant: High Needs (Excluding Special & Hospital Schools) - Government advice for Deficit Reserve	33,546	52,530	(19,772)	(788)	0	(788)
Children's Services	154,119	155,529	2,945	4,355	0	4,355

VARIATIONS BETWEEN BUDGET AND SPEND

	£'000	£'000
<u>Children's Social Work</u>		
Increase in numbers of families accessing short break services and packages of care	835	
Increase in numbers of young people in supported accommodation coupled with higher costs	2,047	
Lower than budgeted numbers of looked after disabled children	(1,339)	
Net financial effect of all other placement mix and price variations, including over 18's	(696)	
Corporate Parenting: Increase in Special Guardianship Orders and allowances, increased commissioning of advocacy services, and use of agency staff to cover vacancies and increased demand	560	
Increased legal costs associated with higher volume of cases	817	
Other variations including vacancy savings, lower costs and additional income	(676)	
		1,548
<u>Education & Learning - General Fund</u>		
Lower legal costs and clawback from academisation and Admissions buy-back	(40)	
Higher than anticipated fee income and additional grant income	(25)	
School/College Transport - increased contractor costs and reduction in income	545	
Personalised Transport - increased costs and greater number of children with SEN requiring transport	2,553	
Early Years staff vacancies and efficiencies and Children's Centre rent	(191)	
Other variations including vacancy savings and lower costs	(35)	
		2,807
<u>Education & Learning - Dedicated Schools Grant: Schools, Early Years & Central School Services</u>		
Schools delegated budgets (including Special and Hospital schools)	(16,133)	
Schools de-delegated budgets and centrally retained services for schools	(2,888)	
High Needs - Increased demand and cost in Maintained and Academy Special School places	790	
Early education for 2,3 & 4 years olds - take up of provision, planned carry forward of funding and Early grants income	(749)	
Revenue grants and contribution carried forward - Schools Balances	16,132	
Revenue grants and contribution carried forward - De-delegated, Central Provisions & Early Years carry forwards	3,636	
		788
<u>Education & Learning - Dedicated Schools Grant: High Needs (Excluding Special & Hospital Schools) - Government advice for Deficit Reserve</u>		
High Needs - Increased demand and cost in Independent SEN placements and Alternate Provision	11,860	
High Needs - Funding gap 2019/20 budget	5,179	
High Needs - Management action to recover 2018/19 deficit not achieved	1,945	
Transfer to Reserves - High Needs Deficit	(19,772)	
		(788)
		4,355
CARRY FORWARD PROPOSALS		0
CONTRIBUTION (TO)/FROM OUTTURN		4,355

REVENUE OUTTURN 2019/20 – RECOMMENDED ACTION

COMMUNITIES, PUBLIC HEALTH, ENVIRONMENT AND PROSPERITY

	Final Adjusted Budget (1) £'000	Unadjusted Spending (2) £'000	Grants c/fwds in 2019/20 (3) £'000	Variations (Under) / Over (4) £'000	Recommended Action Other c/fwds to 2020/21 (5) £'000	Take to / (from) Reserves (6) £'000	Final Outturn (Under)/Over (7) £'000
Communities and Other Services	13,976	11,187	1,810	(979)	781		(198)
Economy, Enterprise and Skills	6,668	4,910	1,252	(506)	308		(198)
Planning, Transportation and Environment	25,571	20,996	3,302	(1,273)	610		(663)
Public Health	0	(1,745)		(1,745)	59	1,686	0
Revenue Outturn	46,215	35,348	6,364	(4,503)	1,758	1,686	(1,059)

VARIATIONS BETWEEN BUDGET AND SPEND

	£'000	£'000
<u>Communities and Other Services</u>		
Delayed spend on Locality, grant schemes and general commissioning activities	(759)	
Reduced spend on Libraries and project slippage	(113)	
Staffing vacancies and activity budget savings	(107)	(979)
<u>Economy, Enterprise and Skills</u>		
Slippage on major development projects and general project activity	(150)	
Reduced staffing costs and increased income	(91)	
Roadswell Growth Deal management fee	43	
Delayed match funding spend on partnership Broadband project	(233)	
Delayed completion of system for Trading Standards	(75)	(506)
<u>Planning, Transportation and Environment</u>		
Additional income, staff vacancy savings and reduced project activity	(69)	
Slippage on the implementation of the community flood schemes	(376)	
Capitalisation of specific community flood schemes	(300)	
Delayed match funding on partnership schemes	(118)	
Slippage on sustainable travel initiatives	(76)	
Reduced planning income	409	
Unspent funds in respect of S19 permit regulatory changes	(257)	
National Travel Scheme - Journey numbers reduced	(486)	(1,273)
<u>Public Health</u>		
Delay in Early Help for Mental Health work	(59)	(59)
		(2,817)

CARRY FORWARD PROPOSALS

Community Flood schemes	376
Implementation of sustainable travel plans	76
Slippage on road scheme at Lee Mill	40
Match funding for partnership agreements for projects	118
Locality and Community Together funds	659
Community projects - Bringing Devon Together	60
Broadband project - Partnership commitments	233
Trading Standards system implementation	75
Libraries Resource fund and self service replacement project	62
Public Health - Early Health for Mental Health	59
	1,758

CONTRIBUTION TO / (FROM) OUTTURN

(1,059)

REVENUE OUTTURN 2019/20 – RECOMMENDED ACTION

CORPORATE SERVICES

	Final Adjusted Budget (1) £'000	Unadjusted Spending (2) £'000	Grants c/fwds to 2020/21 (3) £'000	Variations (Under) / Over (4) £'000	Recommended Action Other c/fwds to 2020/21 (5) £'000	Final Outturn (Under) / Over (6) £'000
Chief Executive, HR, Legal & Communications	7,565	7,696		131		131
Digital Transformation & Business Support	15,694	14,315		(1,379)	600	(779)
Organisational Development	844	777		(67)		(67)
Treasurer's Services	11,448	11,209		(239)	145	(94)
Cross Council Savings Strategies	(1,941)	0		1,941		1,941
Revenue Outturn	33,610	33,997	0	387	745	1,132

VARIATIONS BETWEEN BUDGET AND SPEND

	£'000	£'000
<u>Chief Executive, HR, Legal & Communications</u>		
Staff turnover & vacancy savings	(499)	
Net increased income generation	(250)	
Under-achievement of savings plans	684	
Delays - Inquest backlogs and legal costs of inquest appeal re-hearing	142	
Other minor variations	54	131
<u>Digital Transformation & Business Support</u>		
ScoMIS Group - reduction in running costs and contracts	(520)	
Slippage in IT roadmap	(406)	
Increased income generation	(286)	
PFI schools legal costs & contract savings	(203)	
Under-achievement of savings plans	(21)	
Other minor variations	57	(1,379)
<u>Organisational Development</u>		
Staff turnover, vacancy and running cost savings	(67)	(67)
<u>Treasurer's Services</u>		
Contract savings & bank charges	(117)	
Staff turnover & vacancy savings	(89)	
System Development	(80)	
Other minor variations	47	(239)
Sub-Total Corporate Services		<u>(1,554)</u>
<u>Cross Council Savings Strategies</u>		
Review of business support functions ceased and delayed contract savings	1941	1,941
Grand-Total		<u><u>387</u></u>

CARRY FORWARD PROPOSALS

IT Roadmap - slippage in Business Intelligence project due to delays in the Smarter Devon programme	400
ScoMIS - modernising IT support applications	200
System Development, Counter Fraud and Risk Management Support	145
	<u><u>745</u></u>

CONTRIBUTION (TO) / FROM OUTTURN

1,132

REVENUE OUTTURN 2019/20 – RECOMMENDED ACTION

HIGHWAYS, INFRASTRUCTURE DEVELOPMENT AND WASTE

	Final Adjusted Budget (1) £'000	Unadjusted Spending (2) £'000	Grants c/fwds in 2020/21 (3) £'000	Variations (Under) / Over (4) £'000	Recommended Action Other c/fwds in 2020/21 (5) £'000	Final Outturn (Under)/ Over (6) £'000
Highways Maintenance	17,263	18,054	182	973	0	973
Street Lighting	4,104	3,352	0	(752)	0	(752)
Highways Network Management	4,924	6,128	0	1,204	0	1,204
Infrastructure Development	(36)	(244)	0	(208)	0	(208)
Waste Management	28,926	25,531	0	(3,395)	0	(3,395)
Revenue Outturn	55,181	52,821	182	(2,178)	0	(2,178)

VARIATIONS BETWEEN BUDGET AND ACTUALS

	£'000	£'000
<u>Highways</u>		
Increased requirement for safety defect repairs	1,779	
Highways Network Management - delay of Permit scheme and increased operating expenditure	1,204	
Net impact of retrospective maintenance expenditure and in year savngs	265	
Reduced requirement for winter service and emergency works	(1,071)	
Additional street lighting energy savings from LED conversions	(752)	1,425
<u>Infrastructure Development & Waste</u>		
Reduction in waste disposal tonnages from budget levels	(2,047)	
Energy from waste plants - lower tonnages processed	(610)	
Recycling centre contracts - income received from recyclable materials price fluctuation mechanism	(459)	
Reduction in recycling credits paid to District Councils due to lower than anticipated processed tonnages	(494)	
Reduction in overhead costs for Engineering Design Group	(208)	
Urgent maintenance works undertaken at recycling centres	273	
Other minor variations	(58)	
		(3,603)
		<u>(2,178)</u>
<u>CARRY FORWARD PROPOSALS</u>		
None		0
<u>CONTRIBUTION (TO) / FROM OUTTURN</u>		<u>(2,178)</u>

BUDGET ADJUSTMENTS 2019/20

	Original Budget £000	2018/19 Brought Forward £000	Virements £000	Final Budget £000
Adult Care and Health	232,599	1,967	9,257	243,823
Children's Services	135,153	18,739	227	154,119
Communities, Public Health, Environment and Prosperity	38,577	7,463	175	46,215
Corporate Services	32,974	730	(94)	33,610
Highways, Infrastructure Development & Waste	54,547	182	452	55,181
Central Contingency - Apprenticeship Levy	590			590
Central Contingency - Addt 1% Pay Award	865		(865)	0
Pension Contribution Shortfall	2,261			2,261
Insurance Provision	700			700
Total Service budgets	498,266	29,081	9,152	536,499
Budget Carry Forward Fund		(35,833)		(35,833)
Approved Better Care Fund C/F		6,344	(5,334)	1,010
Capital Financing	38,377			38,377
Capital Financing PFI	14,161		(313)	13,848
Interest on Balances	(1,600)			(1,600)
Winter Pressures	3,576		(3,576)	0
Brexit Preparations	87	88	82	257
Council Tax Support Partnership	350			350
Bellwin Scheme Related Emergencies	1,500			1,500
Unaccompanied Asylum Seeking Children		103	(103)	0
Infrastructure Development		217		217
Direct Revenue Support for Capital			779	779
Schools Direct Revenue Support for Capital			(599)	(599)
Spending from Reserves	4,333			4,333
Use of Reserves	(4,333)			(4,333)
Transfer from Budget Management Reserve	3,000			3,000
Contribution to SEND High Needs Reserve	3,500			3,500
Contribution to Transformation Reserve	5,000			5,000
Precepts				
Flood Defence	606			606
Inshore Fisheries	341			341

BUDGET ADJUSTMENTS 2019/20 - continued

	Original Budget £000	2018/19 Virements Brought Forward £000		Final Budget £000
Non Service Budgets	68,898	(29,081)	(9,064)	30,753
	567,164	0	88	567,252
Business Rates - Government Grants and Pilot	(6,821)			(6,821)
Independent Living Fund Grant	(2,623)			(2,623)
Education Statutory retained duties - schools contribution	(1,476)			(1,476)
Local Service Support Grant	(581)			(581)
New Homes Bonus	(3,659)			(3,659)
Rural Services Delivery Grant	(7,455)			(7,455)
Lead Local Authority Flood Relief Grant	(95)			(95)
Brexit Preparation Grant	(87)		(88)	(175)
Social Care Support Grant	(6,108)			(6,108)
Winter Pressures Grant	(3,576)			(3,576)
Approved Better Care Fund	(24,695)			(24,695)
TOTAL	509,988	0	0	509,988

BETTER CARE FUND S.75 POOLED FUND MEMORANDUM ACCOUNT

For the period 1st April 2019 to 31st March 2020

Gross Funding	Total	NHS Devon CCG		Devon County Council	
		£	£	Revenue £	Capital £
Contributions Received	(94,924)	(55,233)	(32,424)	(7,267)	
Prior year carry forward	(7,050)	0	(6,968)	(82)	
TOTAL FUNDING	(101,974)	(55,233)	(39,392)	(7,349)	
Expenditure					
	Total	NHS Devon CCG		Devon County Council	
		£	£	Revenue £	Capital £
Care Act duties	676	740	(64)		
Dementia Diagnosis	442	449	(7)		
Disabled Facilities Grant	7,349	0	0		7,349
Enabling services	2,862	2,580	282		
Enhanced Community Equipment Services	7,180	5,037	2,143		
Enhanced Support for Carers	3,736	2,034	1,702		
Frailty & Community Care	22,082	21,689	393		
Hospital Discharge Services	1,066	967	99		
Improved Better Care Fund grant	33,522	0	33,522		
Rapid Response	3,303	3,008	295		
Single Point of Co-ordination	389	414	(25)		
Social Care Reablement	600	600	0		
Step-Up, Step-Down Care	3,524	3,588	(64)		
Support to social care	13,503	14,127	(624)		
TOTAL EXPENDITURE	100,234	55,233	37,652	7,349	
NET OVER/(UNDER) SPEND	(1,740)	0	(1,740)	0	
Refund to partners are as follows:					
NHS Devon CCG	0	0			
Devon County Council	(1,740)		(1,740)		
	(1,740)	0	(1,740)	0	
Capital funding carried forward	0			0	
	(1,740)	0	(1,740)	0	

ALLOWANCES PAID TO DEVON COUNTY COUNCILLORS

UNDER THE MEMBERS ALLOWANCES SCHEME FOR THE YEAR ENDING 31ST MARCH 2020 Note: Basic & Special Responsibility Allowances and some elements of travelling & subsistence allowances are subject to taxation.

<u>Elected members</u>		Basic Allowance	Special Responsibility Allowance	Mileage and Subsistence Expenses	Carers Allowance
Surname	Inits				
		£	£	£	£
Ackland	HA	12,823.05	4,025.27	150.30	0.00
Asvachin	M	12,823.05	0.00	0.00	0.00
Atkinson	Y	12,823.05	0.00	64.81	0.00
Aves	S	12,823.05	0.00	0.00	0.00
Ball	K	12,823.05	0.00	21.07	0.00
Barker	SD	12,823.05	19,235.18	0.00	0.00
Berry	EJ	12,823.05	0.00	429.29	0.00
Biederman	F	12,823.05	3,206.06	949.42	0.00
Bloxham	R	12,823.05	6,411.18	731.57	0.00
Brazil	JC	12,823.05	0.00	1,553.47	0.00
Brennan	E	5,321.99	0.00	0.00	65.90
Hook	JA	12,823.05	0.00	49.02	0.00
Brook	FJ	12,823.05	6,411.18	0.00	0.00
Channon	C	12,823.05	0.00	270.16	0.00
Chubb	I	12,823.05	0.00	176.10	0.00
Chugg	C	12,823.05	1,886.06	0.00	0.00
Clatworthy	J	12,823.05	2,756.98	231.97	0.00
Colthorpe	P	12,823.05	4,680.93	0.00	0.00
Connett	A	12,823.05	6,411.18	0.00	0.00
Crabb	P	12,823.05	0.00	0.00	0.00
Croad	RF	12,823.05	19,235.18	3,647.55	0.00
Davis	AV	12,823.05	19,235.18	7,016.67	0.00
Dewhurst	A	12,823.05	9,360.79	1,096.74	0.00
Eastman	AJ	12,823.05	0.00	0.00	0.00
Edgell	RC	12,823.05	3,206.06	2,018.45	0.00
Gilbert	R	12,823.05	19,235.18	4,775.52	0.00
Greenslade	BC	12,823.05	0.00	280.79	0.00
Gribble	G	12,823.05	0.00	1,971.49	0.00
Hall	I	12,823.05	3,206.06	1,050.88	0.00
Hannafor	R	12,823.05	9,360.79	356.90	0.00
Hart	TJ	12,823.05	32,058.24	2,070.90	0.00
Hawkins	JD	12,823.05	3,206.06	940.06	0.00
Hellyer	L	12,823.05	0.00	777.03	0.00

<u>Elected members</u>		Basic Allowance	Special Responsibility Allowance	Mileage and Subsistence Expenses	Carers Allowance
Surname	Inits				
		£	£	£	£
Hodgson	J	12,823.05	0.00	160.14	0.00
Hook	G	12,823.05	0.00	0.00	0.00
Hosking	RW	12,823.05	500.22	3,012.01	0.00
Hughes S	S	12,823.05	19,235.18	3,116.35	0.00
Inch	A	12,823.05	0.00	681.30	0.00
Leadbetter	AR	12,823.05	19,235.18	2,824.24	0.00
Matthews	J	12,823.05	12,027.44	733.08	0.00
McInnes	JR	12,823.05	25,646.23	4,891.38	0.00
Parsons	BM	12,823.05	19,235.18	5,287.50	0.00
Pear	R	12,823.05	0.00	134.40	0.00
Prowse	GJ	12,823.05	0.00	0.00	0.00
Radford	RF	12,823.05	0.00	591.41	0.00
Randall Johnson	S	12,823.05	9,360.79	779.86	0.00
Russell	E	12,823.05	0.00	288.36	0.00
Sanders	PR	12,823.05	3,206.06	0.00	0.00
Saywell	A	12,823.05	0.00	2,298.92	0.00
Scott	R	12,823.05	0.00	1,099.73	0.00
Sellis	D	12,823.05	4,680.93	1,138.48	0.00
Shaw	M	12,823.05	0.00	339.00	0.00
Sheldon	G	5,599.87	0.00	0.00	0.00
Slade	C	12,823.05	0.00	994.04	0.00
Squires	M	12,823.05	3,070.84	1,332.73	0.00
Trail	J	12,823.05	0.00	784.94	0.00
Twiss	P	12,823.05	0.00	1,565.95	0.00
Way	N	12,823.05	655.66	40.82	0.00
Whitton	C	12,823.05	0.00	219.50	0.00
Wright	C	12,823.05	0.00	991.74	0.00
Yabsley	J	12,823.05	0.00	455.86	0.00
Totals		767,481.81	289,981.27	64,391.90	65.90

CAPITAL

7. The Capital Programme Outturn 2019/20

- 7.1 The approved Capital Programme for 2019/20 totalled £152.4 millions. This figure includes £29.4 millions carry forward from 2018/19 and £12.0 millions of other additions approved during 2019/20.
- 7.2 Spend for the year totals £115.1 millions resulting in an outturn variance of £37.3 millions (actual spend in 2018/19 was £120.6 millions with a variance of £50.3 millions).
- 7.3 £33.9 millions of the variance represents slippage across a range of schemes which is recommended to be carried forward and £3.4 millions reflects savings achieved in programme delivery.
- 7.4 The following table summarises the 2019/20 Capital Programme expenditure and it's financing:

Capital Expenditure	Budget	Actual Spend	Variation
	£'000	£'000	£'000
Adult Care and Health	10,924	7,622	3,302
Children's Services	5,956	4,506	1,450
Communities, Public Health, Environment and Prosperity	61,438	32,684	28,754
Corporate Services	8,464	5,130	3,334
Highways, Infrastructure Development & Waste	65,605	65,187	418
Total	152,387	115,129	37,258

Capital Financing	Budget	Actual Spend	Variation
	£'000	£'000	£'000
Capital Receipts	14,638	6,720	7,918
Internal Borrowing	8,163	3,338	4,825
External Grants and Contributions	127,847	104,264	23,583
Revenue Budgets	1,739	807	932
Total	152,387	115,129	37,258

8. Capital Financing

- 8.1 Internal borrowing was lower than originally budgeted which will result in a reduction in the capital financing requirement, specifically Minimum Revenue Provision (MRP), for 2020/21.
- 8.2 There was also a decrease in the requirement for funding from Revenue Budgets; this is mainly attributable to slippage in projects funded from school's revenue.
- 8.3 External funding will need to be carried forward as unspent funds; this is mainly attributable to major schemes within Highways and Planning, Transport and Environment (PTE), which reflects the complex nature of projects in these service areas.
- 8.4 Capital Receipts

The capital receipts reserve increased by £6.0 millions during 2019/20. The Capital Receipts Reserve has covered the financing requirement for 2019/20 of £6.7 millions, as shown in the following table:

Capital Receipts	General Receipts	Investing in Devon	Total
	£'000	£'000	£'000
Opening Balance 1st April 2019	11,164	1,457	12,621
Received in year	6,016	0	6,016
Applied to finance spend	(6,341)	(379)	(6,720)
Closing Balance 31st March 2020	10,839	1,078	11,917

9. Variation between the delivered Capital Programme and Budget

- 9.1 The 2019/20 slippage totalled £37.3 millions. It is recommended that £27.5 millions are carried forward into the 2020/21 Capital Programme and £6.4 millions into 2021/22 and beyond. £3.4 millions has been released from the capital programme as an underspend.
- 9.2 An analysis of any underspend and the carry forward request is set out in the following table:

Programme Variation	Carry forward to 2020/21	Carry forward to 2021/22 and future years	Total Carry Forward	Under spend	Total Variation
	£'000	£'000	£'000	£'000	£'000
Adult Care and Health	260	1,009	1,269	2,032	3,301
Children's Services	1,312	0	1,312	138	1,450
Communities, Public Health, Environment and Prosperity	23,694	4,838	28,532	222	28,754
Corporate Services	934	571	1,505	827	2,332
Highways, Infrastructure Development and Waste	1,238	0	1,238	183	1,421
Total	27,438	6,418	33,856	3,402	37,258
Financed By:	£'000	£'000	£'000	£'000	£'000
Capital Receipts Applied	7,235	205	7,440	478	7,918
Internal Borrowing	2,909	441	3,350	2,029	5,379
External Grants and Contributions	17,076	5,772	22,848	736	23,584
Revenue Budgets	218	0	218	159	377
Total	27,438	6,418	33,856	3,402	37,258

A summary of the main reasons for the variation between spend and budgets is explained in the following paragraphs.

9.3 Adult Care & Health

£993,000 of slippage is due to the North Devon Community Facility. This project is being re-scoped and is expected to recommence in 2020/21.

In line with a decision taken at February Cabinet, the Adult Care & Health 2019/20 capital programme has been reduced by £2.0 millions whilst options on individual schemes are reassessed.

9.4 Children's Services

There has been a reduced call on the Vehicle and Equipment Loans Pool (VELP) fund, as schools make use of alternative sources of external funding. £5.9 millions has been invested in the enhancement of schools via 140 different projects, County wide, with a culmination of slippage across these projects totalling £554,000.

9.5 Communities, Public Health, Environment and Prosperity

The Heart of the South West Local Enterprise Partnership (HotSWLEP) approved a scheme at Marsh Barton, to construct a new railway station. Network Rail did not sign the agreement, which would allow the Council to work on their own infrastructure, until late in the financial year. Therefore £3.2 millions (excluding LTP funding) of works have been carried forward.

The Local Transport Plan (LTP) Integrated Transport Block grant budget for 2019/20 was £3.9 millions with slippage of £2 millions. £500,000 was earmarked for Marsh Barton station. The remaining variance is across a number of schemes where National Productivity Investment Fund (NPIF) grant has been applied first.

The HotSWLEP approved the A382 widening scheme phase 1 to deliver road realignment, widening and provision of cycling and pedestrian facilities. The 2019/20 budget was £5.9 millions with slippage of £3.1 millions. There was a delay in delivering the scheme largely due to procurement issues, however works commenced in February 2020.

The 2019/20 budget for North Devon Link Road was £5.9 millions with slippage of £3.9 millions. The risks included in the early stages of the project, particularly with regard to planning, did not materialise. Most of the land negotiations were not finalised in 2019/20 and professional fees were put on hold during the procurement period.

Whilst the South Devon Highway was opened in December 2015, claims under the Land Compensation Act cannot be made until at least 12 months later and up to 6 years. The 2019/20 budget was £3.8 millions funded 50/50 with Torbay Council. The variance at year end is £2.6 millions. This is a difficult area to predict, in terms of cost and timing, as all claims and payments need to be agreed between various parties.

The Main Street scheme is the new road being constructed through the Sherford development, making it accessible to the A38. The 2019/20 budget was £4.2 million with slippage of £1.1 millions. The works programme was delayed late autumn 2019 due to issues with a utility company, which have since been resolved.

Construction of a Park and Change site on the eastern side of Exeter Science Park had a budget £2.2 millions in 2019/20 with slippage of £1.4 millions. The variance is linked to delays in the procurement process and in resolving land issues. Works commenced February 2020.

The initial DfT announcement for the Safer Roads Fund grant for the A3121 scheme was in June 2018 however, a formal award letter for £1.9 millions was not received until March 2019. Scheme progress was put on hold until funding was formally secured. Detailed design then commenced and work progressed to acquire the various parcels of land. This resulted in slippage of £1.5 millions.

The Roundswell South Business Park & North Devon Enterprise Centre schemes are being run concurrently to ensure value for money and minimal disruption to residents. Work has now commenced on site, with delays caused primarily by the wet winter which delayed groundworks and resulted in slippage of £1.7 millions

The Bideford library project design is at appraisal stage and is on hold while various options are considered which resulted in slippage of £650,000.

9.6 Corporate Services

The County Farms programme over delivered in 2019/20 with £30,000 being accelerated from the 2020/21 budget. The work carried out in 2019/20 related to a programme of works to upgrade the Councils existing farms dwellings to the Decent Homes Standards. This work will continue in 2020/21.

Within the Estates budget, infrastructure for the Access Control System which relates to the upgrade of the Councils car parking access and security systems, was largely completed in 2019/20 with the remainder of the implementation work to be completed in 2020/21.

Work has commenced this financial year on elements of the Strategic Centres Accommodation Improvement Programme; however, the majority of work will not be completed until 2020/21. This project includes work to reconfigure and enhance existing office accommodation, including the electrics and lighting. Provisional design works and surveys were completed in 2019/20 taking longer than expected, resulting in slippage of £1.4 millions.

The development and implementation of the ICT roadmap continued during 2019/20 with detailed spending plans progressing well on many schemes including the Digital Platform and other spend relating to corporate infrastructure initiatives. £600,000 will be slipped to 2020/21. This is due procurement processes for large scale projects taking longer than anticipated.

9.7 Highways Capital development and Waste Management

The Local Transport Plan (LTP) maintenance budget for 2019/20 was £55.3 millions, and included a brought forward of £12.0 millions from 2018/19. This funding supported the delivery of over 750 highway and bridges schemes. The LTP programme over delivered in 2019/20 by £1.9 millions, which will be the first call on the 2020/21 budget.

10. Prudential Indicators

- 10.1 The prudential indicators are produced in line with the national code of practice that was drawn up by the Chartered Institute of Public Finance and Accountancy. This requires local authorities to monitor its overall debt level via a set of "prudential indicators", in order to form a judgement about affordable, prudent and sustainable levels of debt. The definition of debt for the Prudential Indicators that were calculated and agreed within the Capital Programme for 2019/20 includes both borrowing and other long-term liabilities such as PFI schemes.

10.2 The indicators are set annually when the budget is agreed, and we report the final position of the indicators against the estimate within the outturn report. The indicators are adjusted after the budget is agreed for technical accounting changes. In 2019/20 no prudential indicators were breached

10.3 Capital Expenditure

The Prudential Indicators 2019/20 are based on the revised Capital Programme of £152.4 millions

Capital Expenditure	Budget	Actual Spend	Variation
	£'000	£'000	£'000
Adult Care and Health	10,924	7,622	3,302
Children's Services	5,956	4,506	1,450
Communities, Public Health, Environment and Prosperity	61,438	32,684	28,754
Corporate Services	8,464	5,130	3,334
Highways, Infrastructure Development & Waste	65,605	65,187	418
Total	152,387	115,129	37,258

Capital Financing	Budget	Actual Spend	Variation
	£'000	£'000	£'000
Capital Receipts	14,638	6,720	7,918
Internal Borrowing	8,163	3,338	4,825
External Grants and Contributions	127,847	104,264	23,583
Revenue Budgets	1,739	807	932
Total	152,387	115,129	37,258

10.4 Capital Financing Requirement (CFR)

The Capital Financing Requirement reflects the cumulative capital expenditure that the authority has yet to finance. It is alternatively known as the underlying need to borrow.

**Capital Financing Requirement
Summary of Capital Expenditure and Sources of Finance**

ACTUAL 2018/19 £000		ACTUAL 2019/20
<u>729,326</u>	Opening Capital Financing Requirement	<u>714,217</u>
729,326		714,217
	Capital Investment	
102,150	Property, Plant and Equipment	98,986
18	Heritage Assets	0
1,654	Intangible Assets	1,469
16,733	Revenue Expenditure Funded from Capital under Statute	14,674
0	Share Capital	0
	Sources of Finance	
(11,933)	Capital Receipts	(6,720)
(107,841)	Government Grants and other contributions	(106,143)
	Sums set aside from revenue:	
(1,176)	Direct revenue contributions	(807)
(113)	External contribution - debt repayments	(97)
(14,853)	Statutory provision for the financing of capital investment	(14,432)
	Capital provision	
5,499	Creation of Long Term Provision	5,247
(5,247)	Provision remaining at year end	(5,003)
<u>714,217</u>	Closing Capital Financing Requirement	<u>701,391</u>
	Explanation of Movements in Year	
4,213	Increase in underlying need to Borrow (unsupported by government financial assistance)	3,338
252	Decrease in Capital Provision	244
(2,161)	(Reduction)/ Increase in PFI liability	(2,048)
<u>(17,413)</u>	Increase in the provision for repayment of debt	<u>(14,359)</u>
<u>(15,109)</u>	Increase/(decrease) in Capital Financing Requirement	<u>(12,825)</u>

10.5 Authorised Limit and the Operational Boundary for External Debt

External borrowing totals £507.9 millions and other Long Term Liabilities total £123.4 millions. The actual external debt for 2019/20 was therefore £631.3 millions.

The authorised limit for external debt of £776.7 millions was not breached.

The operational boundary for external debt of £751.7 millions was not breached.

10.6 Ratio of Financing Cost to Net Revenue Stream

This key ratio shows the percentage of the net revenue budget which is used to finance debt. The long term commitment is that the capital finance charges excluding the capital financing costs included within the PFI and other PFI type of arrangements do not go above 12%. On an annual basis the authority, when assessing the affordability of the programme, estimates the relevant percentage.

	<u>Including PFI Charges</u>	<u>Excluding PFI Charges</u>
Total Financing Costs	49.754 millions	35.907 millions
Net Revenue Stream	511.841 millions	511.841 millions
Actual	9.72%	7.02%
Estimated	11.15%	8.15%
Variance	-1.43%	-1.13%

11. Determination of Capital Finance

- 11.1 The Authority is required to determine its use of capital finance as defined by capital control legislation. The following use of capital finance sources, as outlined in the table shown on page 24 and compared to budget, is proposed:

That internal borrowing totalling £3.3 millions is used as authorisation to finance capital expenditure.

That expenditure of £104.2 millions is funded from government grants and external contributions to meet expenditure in 2019/20 for capital purposes.

That useable capital receipts of £6.7 millions are applied to meet expenditure in 2019/20 for capital purposes.

That the remaining capital expenditure of £0.8 millions is met from revenue budgets.

DEBT (Monies Owed to the Authority) as at 31st March 2020

12. Recommendation: that the position relating to debt be noted.

- 12.1 The County Council collects income from a wide range of sources to fund its services. Large elements of income are received automatically from Government and District Councils in respect of Revenue Support Grant, share of National Non-Domestic Rates and Council Tax.
- 12.2 Technology is also used to receive income via the telephone and the internet. Debt recovery agents continue to be used where non-sensitive debt has proved difficult to collect.
- 12.3 Income is also received from the raising of invoices to users of a service. Accounts are credited with the income value with immediate effect, however, it is often the case that debtors take time to settle accounts and there is a time delay between accounting transactions and cash income.
- 12.4 The County Council has a number of debtor systems which encompass Adult Care functions, Devon Pensions Fund items and Corporate services.
- 12.5 As at 31st March 2020, the situation was as follows: -

	Corporate System	Adult Care Functions	Devon Pension Fund	Total
Total Invoiced Income for the Year	£195.000 million (£168.000 million at 31st March 2019)	£53.315 million (£48.774 million at 31st March 2019)	£28.808 million (£16.349 million at 31st March 2019)	£277.123 million (£233.123 million at 31st March 2019)
Outstanding debt older than 3 months	£4.590 million (£3.110 million at 31st March 2019)	£14.173 million (£12.852 million at 31st March 2019)	£0.130 million (£0.097 million at 31st March 2019)	£18.893 million (£16.059 million at 31st March 2019)
Percentage of Debt which is older than 3 months relative to whole year value	2.35% (1.85% at 31st March 2019)	26.58% (26.35% at 31st March 2019)	0.45% (0.6% at 31st March 2019)	6.82% (6.43% at 31st March 2019)

- 12.6 In terms of Corporate debt, active management of items throughout the year and recovery of several large value debts has helped to keep debt levels at a relatively low level.
- 12.7 Within the Adult Care Functions, elements of Residential Care debt are underwritten by property charges. At the year end, the level of debts over 3 months old secured by legal charge total £9.5 millions (£9.6 millions at 31st March 2019) and reduce the percentage of outstanding debt for Residential Care from 32.08% to 9.1% (6.7% at 31st March 2019).
- 12.8 The On-Street Parking system records monies owed for this service area. The nature of the individual debt is low value. At the year-end, gross debt totalled £1,180,409, with a bad debt provision of £764,528. The net debt was £415,881. Enforcement agents are used to recover related debt where appropriate.
- 12.9 The level of debt in respect of invoiced income for the Devon Pension Fund is comparatively low in percentage terms and relates to a small number of debtors.
- 12.10 As outlined in section 2, the pandemic is causing considerable financial uncertainty, both nationally and locally, and the Outturn therefore includes a prudent increase in the Bad Debt Provision of £1.4 millions.

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Mary Davis

Electoral Divisions: All

Local Government Act 2003

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Background Paper Date 26th June 2020

Detailed financial working papers and systems

Executive Member: Councillor Stuart Barker

HIW/20/23

Cabinet
8 July 2020

Proposals for additional Highway Maintenance Capital Allocation 2020-21 – Pothole Fund - Budget 2020

Report of the Chief Officer for Highways, Infrastructure Development and Waste

Please note that the following recommendations are subject to consideration and determination by the Cabinet (and confirmation under the provisions of the Council's Constitution) before taking effect.

Recommendations:

- (a) that Cabinet approves the increase to the Highways, Infrastructure Development and Waste capital programme by £19.249 million in 2020/21 and by £7.7 million in 2021/22, funded by external grants;**
- (b) that the updated capital funded highway maintenance programme as set out in Appendix 1 and 2 be approved;**
- (c) that detailed allocation of the available budget be determined by the Chief Officer for Highways, Infrastructure Development and Waste, in consultation with the Cabinet Member for Highway Management, on the basis of the Highways Infrastructure Asset Management Plan, and within the limits of the approved budget.**

1. Summary

This report outlines details of additional highway maintenance funding received from central government and identifies proposals for its allocation in updated programmes for the current financial year.

2. Background/Introduction

The Government budget on 11 March announced a new **Potholes Fund** consisting of £500m each year from 2020/21 until 2024/25. On 14 May the Secretary of State for Transport confirmed the allocation of this funding. At the same time, the **Roads Funding Information Pack** was updated to clarify how this, and some other announcements on how the final year's allocations of both the existing Pothole Action Fund and the Challenge Fund would be distributed to each local authority.

Devon's combined share of this funding is £28.869M for the 2020/21 year. However, this included an award for the final year of the Pothole Action Fund 2016-2021, which was anticipated and provision of £1.92M had already been identified in the County Council's budget book for 2020/21, approved in February. Consequently, this report recommends an increase in the capital programme of £26.949M above the previous approved value.

The purpose of the additional increased funding is to provide greater assistance to address potholes and to provide additional funding to reduce these forming in the first place. In addition, the new funding can also be used to repair damage caused to highways during the very wet winter of 2019/20. The funding is a capital grant and can therefore only be spent on eligible capital expenditure.

3. Financial Considerations

At Cabinet in May, report HIDW/20/19 **County Road Highway Maintenance Capital Budget: Progress on 2019/20 Schemes and Proposals for the 2020/21 Programmes** was considered and approved.

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The above-mentioned report identified the allocation of funding for the 2020/21 financial year. An updated version of this table including the additional funding is shown in Table 1. Table 2 (see section 5) shows the anticipated financial profile, across 2020/21 and 2021/22, of the sum available.

LTP needs formula allocation 2020/21	£34,042,193
Pothole Action Fund (PAF)	£1,920,000
Incentive Fund (Band 3)	£7,090,167
LTP Over Programming b/f from 2019/20	(£1,943,000)
LTP Under Programming b/f from 2018/19	£5,103,000
A379 Slapton Line b/f grant from 2019/20	£213,000
Highways Lighting LED 2020/21 budget	£3,469,000
Pothole Fund	£26,949,000
Total	£76,843,360

Table 1 – Funding Sources

Appendix 1 and 2, detail the revised budget heading allocations and financial year.

4. Strategy and Analysis

The confirmation of additional funding enables the Highways and Bridges and Structures programmes to be re-assessed for the current year. The highway infrastructure Asset Management Plan provides a framework for this, to which can be added some key themes to reflect the current situation;

- there is increased awareness of structural damage to bridges, embankments and roads following the severe flooding experienced during the winter;
- Covid-19 recovery has increased the emphasis on active travel modes and the maintenance of these elements of the highway network;
- many sections of the network are fragile and lack resilience and would benefit from robust quality investment to achieve sustainability;
- a need to learn and test new ways of developing and delivering our service.

An annual assessment of road condition and customer feedback will provide evidence on how well this additional investment has been deployed.

Highways

Although the general condition of Devon's road network has remained at a steady state over many years we do know that our strategy of continued reliance on preventative and short term less expensive treatments cannot be used indefinitely and this is reflected predominantly within our rural road network by its vulnerability and susceptibility to the formation and propagation of potholes.

Experience from the Doing What Matters (DWM) trials is demonstrating that a combination of both the traditional asset management approach combined with greater influence and input from a community perspective, offers a more robust and pragmatic focus on scheme selection by ensuring those locally identified important roads are 'fit for purpose'. The following principles proposed in the DWM work are being used in programme development;

- Use all information and knowledge available to us to triangulate to make the right decisions
 - Use local/community knowledge- involve and engage them in decision making
 - Use technical experts
 - Use data
- Do the right/proportionate composite design for the whole road at the right time

- Minimise disruption
- Understand routes as part of this
- Meet and make best use of the total budget

The strategy proposed in identifying suitable schemes to be funded from the Potholes Fund has focused on a route approach for both the principal and non-principal road network with a greater financial emphasis on our 'C' and unclassified roads. Where schemes have been initially identified, either through the Neighbourhood Highway Team (NHT) in consultation with local knowledge, or by the Asset Team through a more traditional condition data approach, the strategy is to ensure a significant and robust improvement in road condition by treating the route.

In developing schemes for inclusion in the programmes and to give confidence in the scheme selection process NHTs have been assessing the need of high usage local routes within their respective areas, taking into account representations from their local communities, and are promoting these schemes for further evaluation and correlation with survey data on road condition. In supporting the Covid-19 recovery response, funding will also be directed at active travel needs to ensure that the quality of surfaces for the encouragement of walking and cycling journeys is maintained or improved.

To ensure we continue to protect the network against further 'in-year' deterioration an additional £1 million is proposed for the Triage Patching budget which will enable a further patching gang resource to be added in each Neighbourhood area with gangs focusing on patch repairs identified by pothole reporting and safety inspections.

Bridges and Structures

Devon's overall bridge stock remains classed as "good" and continues to be placed in the top three of LA's in the UK for bridge condition. However, inspections and reactive safety works are revealing needs generated from three successive major storm events and the impact they have had on parts of the network. The additional funding enables us to address some bridge and landslip repairs that are urgent without having to reprioritise the original works programme for the current year.

5. Highway Maintenance Capital Programme 2020/21

The chart in Fig.1 shows how the proposed additional funding has been allocated by category

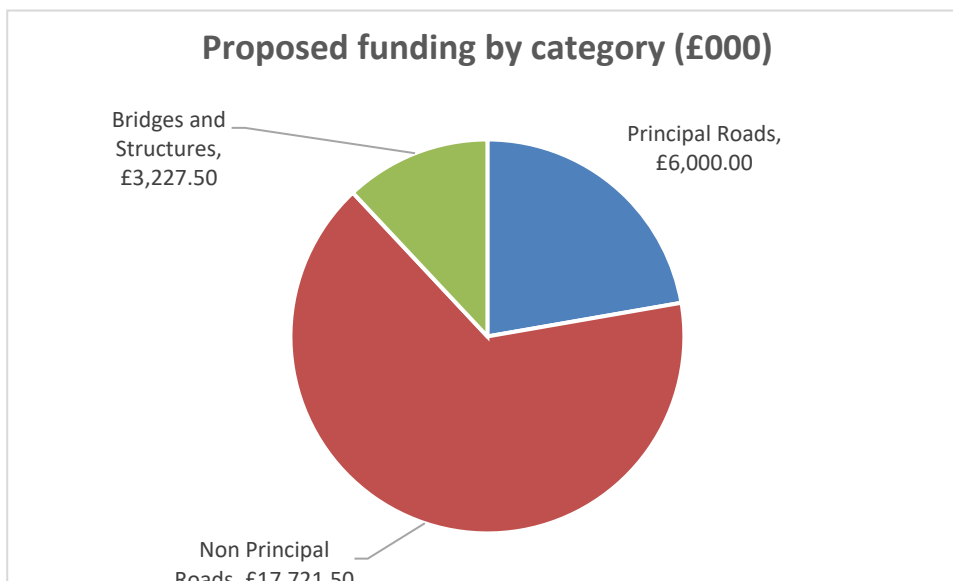


Fig.1 additional funding allocation by category

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Principal Roads

An additional 29 schemes have been added to the A-road programme to bring forward schemes identified in need of structural repairs. The skid resistance programme has also been extended to include a further two schemes identified from this year's annual condition survey.

Non-Principal Roads

The largest proportion of the additional funding will be directed here with an emphasis on improving the condition and resilience of the minor road network.

Additional funding will also support localised road failure repairs such as joint sealing and dragon patching and increase the resources undertaking works at locations identified through triage inspections. This additional investment will increase the volume of permanent repair being undertaken to prevent the formation of potholes.

The programmes will also take into consideration the recent Covid-19 related need to support emerging active travel solutions, particularly for walking and cycling and to improve the underlying condition and resilience of such routes. Data such as Strava Mapping will be considered to establish which lower category roads are well used routes for cyclists. There is an opportunity to look strategically at Devon's network of community trails such as the Exe Estuary Trail and consider the need for resurfacing and to materially improve their condition. Some routes require straight forward resurfacing but there are also a significant number of popular paths and cycleways where poor drainage and poor surface condition is threatening their accessibility. This additional funding will enable the team to permanently improve the overall condition of some of these walking and cycle routes by directly attending to the cause of the problems rather than having to simply treat the symptoms.

Bridges and Structures

The additional funding will address bridge strengthening needs such as at Rock Park, Barnstaple. The funding will also assist with combatting severe weather damage following the winter by providing additional funding for highway stabilisation and retaining structure repairs including those at East Portlemouth, Dunsford, the B3191 at Teignmouth and the A381 near Totnes.

General

The Cabinet report in May included an element of over-programming in anticipation of this further funding. The revised programmes reallocate this and additionally ensure that all deferred schemes carried from last year are accounted for in the new programme totals. The planned and proposed works are available in a map based online roadworks application

<https://www.devon.gov.uk/roadsandtransport/live-roadworks-information/>

In addition, Neighbourhood teams can be contacted directly to discuss proposals on a locality basis.

Updated programmes for Highways and Bridges and Structures have been developed for the 2020/21 and 2021/22 financial years and are summarised in Table 2 below:

	2020/21	2021/22	Total
Highway Structural Maintenance	£57,811,860	6,700,000	64,511,860
Bridge and Structures Programme	£11,331,500	1,000,000	12,331,500
Total	£69,143,360	7,700,000	76,843,360

Table 2– Programme Allocation

Details of Highway and Bridges programmes are shown in further detail in Appendix 1 and 2.

6. Environmental Impact Considerations (Including Climate Change)

The ability to efficiently transport people and goods around the County underpins Devon's economy and has a direct impact on the quality of our environment. When maintenance work is undertaken it is managed to ensure that the effect on the surrounding environment is kept to a minimum. Where practicable all construction waste material will be recycled, only local sources used, the use of recycled materials and reducing the volume of earthworks will be considered with the aim of reducing carbon emissions.

On carriageways, surface treatment and reconstruction work are tightly controlled to achieve long term durability. Devon continues to use recycled materials within their hot mix materials. Whenever possible the use of recycled materials and secondary aggregates are encouraged along with greater utilisation of warm asphalts with lower carbon production and greater durability, whose use is expanding across the network as most of the supply chain move to the production of warm mix material.

The maintenance of multi-use trails and infrastructure which facilitates sustainable travel have an important role to play as part of tackling poor air quality and the Climate Change Emergency by reducing the carbon emissions from transport by encouraging modal shift.

7. Equality Considerations

Where relevant to the decision, the Equality Act 2010 Public Sector Equality Duty requires decision makers to give due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other prohibited conduct;
- advance equality by encouraging participation, removing disadvantage, taking account of disabilities and meeting people's needs; and
- foster good relations between people by tackling prejudice and promoting understanding.

Taking account of age, disability, race/ethnicity (includes Gypsies and Travellers), gender and gender identity, religion and belief, sexual orientation, pregnant women/new and breastfeeding mothers, marriage/civil partnership status in coming to a decision, a decision maker may also consider other relevant factors such as caring responsibilities, rural isolation or socio-economic disadvantage.

This may be achieved, for example, through completing a full Equality Impact Needs Assessment/Impact Assessment or other form of options/project management appraisal that achieves the same objective.

An overview of the impact assessment entitled '2020/21 Budget Impact Assessment' for all service areas has been circulated separately and is available to all Members of the Council at: <https://www.devon.gov.uk/impact/budget-2020-2021/>

8. Legal Considerations

This report focuses on additional funding to increase the volume of highway maintenance works during the current year. These activities are regularly undertaken, and no new legal considerations are anticipated other than increased challenge associated with a higher volume of works.

9. Risk Management Considerations

There are already corporate risks identified and being monitored regarding the potential impact on staff resources available to manage the highway capital programme and the impact of Covid-19 on Devon County Council services.

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The risks are being mitigated in a number of ways. The highways team is utilising several key suppliers to assist in the design and delivery of the programme. This includes additional design resources from the new Transport and Engineering Professional Services contract with consultant WSP; the term contract supplier Skanska and various suppliers from the current framework contract for highway works. Delivery of schemes will be challenging. Due to Covid-19 it has been a slow start to planned work schemes and methods of working are being adjusted to ensure contractor and public safety are maintained.

This additional funding makes this the largest annual highway capital programme ever. Although the pothole fund allocation has been confirmed as continuing for future years, there is some uncertainty about the outcome from the Government's comprehensive spending review and therefore the other potential key elements of funding (see Table 2), such as the 'LTP needs formula allocation' for future years are unclear. In view of this there is merit in some under-programming in the current year to help maintain future budget levels and provide confidence to our supply chain, particularly during the spring of 2021.

10. Public Health Impact

The additional funding will provide a positive impact. The increased volume of works to renew and improve highway assets will contribute reducing chances of injury and accident to highway users. The additional works will be a positive enabler to encouraging healthier lifestyle choices regarding active travel such as walking and cycling for commuting and leisure purposes.

11. Options/Alternatives

Several options have been considered in preparing this report. In terms of allocation of funding, one option may have been to review all highway asset groups as proposed in the Cabinet report approved in May rather than concentrating funding on key elements as outlined in the strategy on section 4. Consideration has been given to allocating a higher proportion of funding to the non-principal road network and less to A-Roads. Supply chain partners have been consulted regarding delivery options and realistic timescales.

12. Reason for Recommendation/Conclusion

The revised annual programmes for Highways and Bridges and Structures strikes a balance between applying the approved Asset Management Strategy and Plan, considering the risks in the current pandemic and the uncertainty surrounding future funding sources. The proposal is to introduce a level of under-programming in the current financial year in order to enable a more pragmatic delivery of quality schemes and support confidence within the local supply chain resources into the early part of the following financial year.

Meg Booth

Chief Officer for Highways, Infrastructure Development and Waste

Electoral Divisions: All

Cabinet Member for Highway Management: Councillor Stuart Hughes

Local Government Act 1972: List of Background Papers

Contact for enquiries: Joe Deasy

Room No. County Hall, EXETER. EX2 4QD

Tel No: 01392) 383000

Background Paper	Date	File Reference
1. 2020/21 Budget Impact Assessment	January 2020	https://www.devon.gov.uk/im/pact/budget-2020-2021/

jd210520cab Proposals for additional Highway Maintenance Capital Allocation 2020-21 Pothole Fund Budget 2020
hk 05 290620

Appendix 1 To HIW/20/23

Revised Highway Structural Maintenance Programme

Function	Budget 2020/21 £'s	Budget 2021/22 £'s
<i><u>Principal Roads</u></i>		
A Roads	8,800,000	3,000,000
A379 Slapton Line	213,000	
SCRIM Remedial Works	2,200,000	0
<i><u>Non-Principal Roads</u></i>		
DWM Trial Areas	1,687,000	
Non-Principal Road Recovery Programme	10,984,860	3,700,000
Pre-Patching for 21/22 Preventative Programme	6,922,000	
Pre-Patching 2022/23 Preventative Programme	1,693,000	
Highway Improvements Triage Patching	2,500,000	
Pothole Action Fund	2,705,000	
Dragon Patcher	2,150,000	
Joint Sealing	302,000	
Forward Design	610,000	
Wet/Dry Collision Sites	100,000	
High Skid Resistance Surfacing Programme	1,063,000	
Carriageway Condition Surveys	325,000	
Fixed Contract Overhead Charge	1,644,000	
Material Testing	182,000	
Scheme Delivery Group	693,000	
Footways	1,367,000	
Cycleway, PROW & Unsurfaced Roads	1,580,000	
Road Restraint Systems Strategy	1,000,000	
Drainage	1,823,000	
Cattle Grid Structural Repairs	73,000	
Resilience Contingency	250,000	
Road Weather Station Renewal Programme	100,000	
Highways Lighting	825,000	
Street Lighting LED replacement	3,469,000	
Traffic Signal Replacements	1,300,000	
Depots	300,000	
Minor Traffic Management Improvements	615,000	
HOCC Improvements CCTV Upgrade	336,000	
HSM Programme Total	57,811,860	6,700,000

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Appendix 2 To HIW/20/23

Revised Bridge and Structures (BAS) Capital Maintenance Programme

Function	Budget 2020/21 £	Budget 2021/22 £
Bridge Strengthening	1,601,500	500,000
Forward Design	600,000	
Retaining Wall Strengthening	3,912,000	500,000
Major Refurbishment	222,500	
Minor Refurbishment	1,303,000	
Joints and Bearings	536,000	
Sub-Standard Parapets	200,000	
Bridge Safeguarding	806,000	
Bridge Assessments	205,000	
Principal Inspections	272,000	
Scour Assessments / Protection	134,500	
Post Tensioned Special Inspections	225,000	
Low Head Room Signage	110,000	
Management of Sub-standard Structures	25,000	
Highway Stabilisation works	1,164,000	
Rockface Management	15,000	
Total BAS Programme	11,331,500	1,000,000

PTE/20/11

Cabinet
8 July 2020

A Gateway to Northern Devon - A361/A39 North Devon Link Road South Molton to Bideford Approval to Proceed with submission of Full Business Case, Tender Award & Construction

Report of the Head of Planning, Transportation and Environment

Please note that the following recommendations are subject to consideration and determination by the Cabinet (and confirmation under the provisions of the Council's Constitution) before taking effect.

Recommendations: That Cabinet

- (a) approves the submission of the Full Business Case for the North Devon Link Road (“The Scheme”) to the Department for Transport (subject to satisfactory acquisition of land) with any minor changes agreed by Head of Planning, Transportation and Environment in consultation with the Cabinet Member for Infrastructure, Development and Waste;**
- (b) Delegates to the Chief Officer for Highways, Infrastructure Development and Waste, the authority to award the following contracts, subject to them being within the overall budget of £93 million:**
 - **The Main Works contract;**
 - **The additional contracts for the construction of Westleigh, Buckleigh and Heywood Road using the minor works framework; and**
 - **The tender and award of a contract to construct Bishop’s Tawton Roundabout widening and underpass.**
- (c) approves the design (drawing P_08_ST_07) for a new pedestrian and cycling bridge at Landkey and the footprint required for land acquisition with any minor changes being agreed by the Chief Officer for Highways, Infrastructure Development and Waste in consultation with Cabinet Member for Infrastructure, Development and Waste; and**
- (d) approves serving of notices, land entry and the construction of The Scheme, beginning at the earliest in October 2020 for mobilisation and advance works, with any minor changes being agreed by the Chief Officer for Highways, Infrastructure Development and Waste in consultation with Cabinet Member for Infrastructure, Development and Waste.**

1. Summary

This Cabinet report outlines the work that has been undertaken since the approval of the Cabinet report PTE/19/20 dated 15th May 2019.

This report outlines the need for a final approval by Cabinet for The Scheme to progress through the final stage required by the DfT for Local Majors Funding – the Full Business Case (FBC). It is also the final approval required by Cabinet to delegate the award of the necessary contracts if within the estimated budget and begin work on site, should the bid be granted.

2. Background/Introduction

The Scheme has been developed over a period of 6 years, with inception beginning in 2014. A plan of the final scheme is shown in Appendix A at the end of this report.

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A Strategic Outline Business Case (SOBC) was submitted to the DfT in Autumn 2016 following approval to do so by Cabinet as outlined in the Cabinet report dated 12th October 2016. The SOBC outlined the need for the improvements to be to the road network and confirmed the extent of The Scheme. The SOBC was successful and was confirmed by the DfT in early 2017 and work progressed to confirm detail and phasing of the improvements.

In the Cabinet report dated 11th October 2017, the proposals for improvements to the North Devon Link Road (A361/A39) were outlined and approval was given for an Outline Business Case to be submitted to the DfT in a bid for funding. The Outline Business Case was successful. The Cabinet report dated 11th July 2018, gave approval to proceed with the preparation of the full business case.

In the Cabinet report dated 15th May 2019, approval was given to acquire additional land at Landkey & Bishops Tawton to reflect changes to scheme design and objectives; in particular the addition of improvements to pedestrian & cycling facilities.

The contractor procurement process has now been undertaken, and preferred contractors will be chosen shortly for the majority of the works, following the evaluation process overseen by the DCC Procurement Team. The procurement process for the Bishops Tawton junction will follow later. Advance works such as planting and archaeological works have also been undertaken to ensure that works can start on site in late 2020.

3. Proposal

DCC proposes to submit the FBC in summer 2020 and, pending approval from the DfT, award contracts to the preferred contractor(s) to build The Scheme.

Submission of Full Business Case

The Full Business Case outlines the strategic, commercial, management, economic and financial and viability of The Scheme as detailed in The Scheme Plan and other documents outlined on The Scheme website. The FBC is a refresh of the Outline Business case which is available on the following link: <https://www.devon.gov.uk/ndlr/>. The FBC primarily includes the widening of three sections of carriageway between South Molton and Portmore, upgrades to junctions and additional walking and cycling facilities across the route, two of which were not included in the Outline Business Case. Other aspects of The Scheme include extensive planting for a net biodiversity benefit, and the installation of average speed cameras.

To progress The Scheme the Full Business Case must now be submitted to the DfT, who will then appraise the FBC to consider if it should pass through the final funding gate to the award stage. Cabinet approval is required to submit the FBC.

Award of Main Works Contract

A Design & Build (NEC3 Option A) Contract has been chosen as DCC's preferred option to procure the 'Mainline Works' for The Scheme. This includes all widening and junction improvements between South Molton and Portmore. Grouping the improvements together in this way allows for consolidation and innovation of resources and aspects such as traffic management. DCC has successfully used this contract type before.

DCC has engaged the market for the opportunity to bid on the contract and has now received and evaluated tenders. At present the preferred bidder cannot be named as the integrity of the procurement process must be protected, however the successful tender price will be within the estimated budget. Providing that the FBC is successful in gaining funding, DCC intends to award the contract to the successful bidder in Autumn 2020. Cabinet approval is required to for the Chief Officer for Highways, Infrastructure Development and Waste to award the contract.

Award of Three Minor Works Contracts (Buckleigh, Heywood Road & Westleigh)

Due to the geographic separation between the Mainline Works and the other junction improvements and due to the limited opportunities for innovation at these other junctions there is little benefit to procuring these additional junctions as part of the mainline works. Instead these junctions have been designed in house and will be procured using DCC's Minor Works framework.

Procuring the junctions in this way gives DCC flexibility to procure the junctions such that traffic disruption is minimised whilst also giving opportunities to spread the construction work to local contractors. DCC has significant experience using the framework to successfully procure similar junction improvements.

Award of Bishop's Tawton Contract

Due to the later introduction of a subway, the design, planning application and land acquisition for the Bishop's Tawton Junction was not sufficiently progressed to be included in the Mainline Works contract. The works are also likely to be priced at a threshold greater than the Minor Works Framework (i.e. >£1m).

Therefore, DCC proposes to procure the construction of this junction on an individual basis. The cost of these works will be within the estimated budget.

Landkey Pedestrian & Cycle Bridge

Following Cabinet report of May 2019, DCC is now able to recommend a design for the pedestrian and cycle bridge at Landkey. This is shown in Appendix B. The design as proposed, including landscaping, can be accommodated within the footprint as shown and has received outline planning permission. By using the design as shown this provides the opportunity for a contractor to progress the structural design in more detail (aesthetically and in value for money terms), providing it fits within the available footprint. Compulsory Purchase Orders have been submitted (following the record of decision by the Cabinet Member) and are awaiting a decision from the DfT with no statutory objections received.

Commencement of Work on site

Planning permission & an order for the compulsory purchase of land have now been granted for the Scheme (however the compulsory purchase orders for Landkey and Bishops Tawton have not yet been confirmed). There is an outstanding issue with some land at Landkey to enable the cycle/footbridge to be built. Discussions are ongoing with the Department of Transport to resolve this. Final land entry will be completed before the award of any contract. This report seeks Cabinet approval to serve any outstanding notices on the mainline element of the Scheme to landowners which have not yet received notice prior to the award of the FBC, over the next few months, to enter the land and to construct The Scheme as described in the FBC. This represents a financial risk as in serving the notices prior to funding confirmation DCC is committing to purchase the land.

4. Programme

Key dates for the programme are as follows:

- Submission of FBC: August 2020
- Decision: Winter 2020
- Appoint Contractor: Winter 2020
- Advance works start: Winter 2020
- Main works – Spring/Summer 2021

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- Minor junction improvements: Rolling throughout Programme
- Bishop's Tawton Junction: anticipated 2022
- End date & Full Scheme Opening - 2023

5. Consultation/Representations/Technical Data

Consultation

Numerous consultations have been undertaken over the course of the project which have materially informed the direction of The Scheme. These are detailed below. Where appropriate the results of consultations can be found on The Scheme website.

Consultation	Consultees
2014 Consultation	General Public
2016 SOBC Consultation	General Public, Parish and District Councils
2018 OBC Consultation	General Public, Parish and District Councils
2019 Bishop's Tawton Consultation	General Public, Parish and District Councils
Planning Application Consultations (Main Works, Bishop's Tawton, Landkey)	General Public, Parish and District Councils, Statutory Bodies
Value Management Workshops	Statutory Bodies, Environmental Stakeholders, District Councils
CPO Consultation	Landowners
Project Steering Board	District Councils
Individual Queries	All

6. Financial Considerations

The total estimated Scheme cost of £93 million, will be largely funded by the Department for Transport, however, as is standard with major scheme funding, a Local Contribution is also required. To make this contribution affordable and spread the cost amongst all authorities that will benefit from The Scheme, it was proposed that £5 million will be provided by DCC (which is included in the capital programme), with the other £5 million being covered by North Devon and Torridge District Councils via Section 106 Developer Contributions and Local Transport Plan grant.

Due to a downturn in the economy and a marked slowdown in housing sales in Bideford £1.5 million is available from Torridge District Council. The highway improvements in Torridge are modest (just two junction improvements) so it is proposed that Torridge contribute £1.5 million from developer contributions and the Local Transport Plan contribute the remaining £1 million.

Developer contributions in North Devon District Council are also at risk due to the economic downturn and are more difficult to overcome as they rely largely on contributions from the Westacott Development where negotiations are ongoing. Currently there is £1.3m of signed S106 contributions leaving a potential £1.2m shortfall.

North Devon Council have a successful Housing Infrastructure Funding (HIF) bid with Homes England (HE) for the Westacott development, for a £2.5m contribution to The Scheme. However, HE have diverged from the terms laid out in the original bid, which was capital grant, and are now insisting it is a loan which is not acceptable to North Devon Council or Devon County Council. Negotiations are currently ongoing with HE to demonstrate the viability gap which could result in the funding being made available.

Discussions with Westacott developer are also ongoing in terms of planning and S106 and it is anticipated that a significant S106 contribution will be agreed.

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Negotiations to fill the funding gap are ongoing and DCC acknowledges there are risks. These risks will be managed by delaying the Westacott junction until the S106 is signed, trying to get an agreement with HE and looking to make a saving on the cost of The Scheme.

The proposed revised funding would therefore be as shown in Table 1.

Source	Prior Years £000	Projected 2020/21 £000	Projected 2021/22 £000	Projected 2022/23 £000	Projected 2023/24 £000	Total £000
DfT Grant	2,229	14,062	34,359	31,019	1,446	83,115
DCC	1,568				3,432	5,000
Signed Developer contributions					2,800	2,800
Developer contribution not signed					1,200	1,200
Local Transport Plan					1,000	1,000
Total	3,797	14,062	34,359	31,019	9,878	93,115

Table 1: Proposed financial contributions

It should be noted, that of the signed developer agreements of £2.8 million, £0.6 million has been received to date. The triggers for the remaining monies, are dependent upon the rate of progress of house building. It is therefore expected that DCC will need to forward fund, an element of this.

7. Environmental Impact Considerations

An Environmental Impact Assessment was submitted for The Scheme as part of the planning application process, which received no statutory objections. The majority environmental impacts are either minor or negligible including noise and air quality. It is also expected that there is going to be a net improvement of around 10% in terms of biodiversity. Advance works have also taken place on some aspects of The Scheme, including the planting of around 20,000 new trees.

An assessment of the carbon impacts of The Scheme was undertaken as part of the environmental and economic assessment of The Scheme. The Scheme brings about an increase in CO2 emissions per vehicle as a result of an increase in traffic, traffic calming measures during construction and the use of materials during The Scheme build. This increase is offset slightly by the reduction in congestion largely due to improvements at junctions but there remains an overall increase in emissions. This does not include the impact of a reduction in traffic on the smaller roads.

The Scheme includes a significant amount of investment to walking and cycling infrastructure across the route. This aligns with Devon County Council's commitment to reduce reliance on the private car and to encourage the uptake of sustainable modes. The carbon impact of increased walking and cycling facilities is not included in the carbon appraisal for The Scheme.

8. Equality Considerations

In progressing this particular scheme, an Impact Assessment following DCC procedures has been prepared which has been circulated separately to Cabinet Members and also is available on the Council's website at: <https://devon.gov.uk/ndlr/project-documents>, which Members will need to consider for the purposes of this item. This provides a summary of how impacts and issues relating to equality, environment and the economy have been appropriately and adequately addressed through the development of The Scheme

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proposals. However, far more detail is provided on the majority of these issues through the formal documentation produced for The Scheme.

9. Legal Considerations

The development of The Scheme has involved considerable legal interventions by way of the compulsory purchase of land, land transfers and valuation. The last element is to gain possession and entry to the land. The lawful implications/consequences of the proposals/recommendations/proposed course of action have been considered and taken into account in the preparation of this report/formulation of the recommendations set out above. In essence this is a relatively straight forward scheme to construct that the Council have considerable experience in delivering.

10. Risk Management Considerations

This policy/proposal has been assessed and all necessary safeguards or actions have been taken/included to safeguard the Council's position. The Scheme is subject to the normal engineering and assessment risks. Key risks identified include:

Risk	Mitigation
The Coronavirus Pandemic may materially impact both the commercial viability of The Scheme and the ability to construct The Scheme safely and to programme	Monitor the evolving situation, adjust timetables and include an allowance in the financial risk register.
Unforeseen changes to the required engineering due to issues that arise as more detail about the site becomes known may increase costs or scheme viability	Risk built into overall cost for The Scheme
Bishop's Tawton is still going through the procurement process, and the cost at this junction will be submitted to the DfT as an estimate with DCC underwriting the risk.	If Bishop's Tawton becomes unviable it will be removed from The Scheme.
Statutory Undertakers may not have the capacity to deliver approvals in line with The Scheme programme. Unforeseen Statutory approvals or payments may be required as more detail about the site is known.	Extensive work to identify existing issues has been undertaken to reduce the risk, however some risk does remain and this has been built into both the programme and The Scheme cost.
The Scheme will require extensive and prolonged traffic management, which could cause delays to users of the route including the public and business owners.	Minimum traffic flow standards have been placed in the contract and must be maintained by the contractor. DCC will monitor the disruption caused by the works.

An issue has recently arisen with the compulsory purchase of land at the Landkey junction. The Department of Transport (DfT) are concerned that as the planning application is in outline this could result in some uncertainty on the amount of land required. Discussions are taking place with the DfT to assure them that sufficient design and mitigation is included in the outline planning application that they can confirm the order. Documents relating to the Junction, including the proposed design can be found in Appendix B.

11. Public Health Impact

No properties within the modelled area currently experience pollutant concentrations exceeding the UK objectives and neither will they with The Scheme.

The Scheme includes several new walking and cycling facilities and improvements to public rights of way. This will provide a net beneficial impact on active travel locally and is in line with DCC's ambition to reduce car trips and promote active modes.

12. Options/Alternatives

The Scheme has been developed through an extensive options appraisal process. This is detailed in the Options Appraisal Reports for The Scheme, Bishops Tawton and Landkey which can be found on The Scheme website.

13. Reason for Recommendation/Conclusion

The North Devon Link Road Scheme has been presented to Cabinet on several occasions during The Scheme programme. This approval represents the culmination of 6 years of preparatory work and is the final Cabinet decision required for this Scheme to progress to final DfT approval, contract award and construction.

Dave Black
Head of Planning, Transportation and Environment

Electoral Divisions: Barnstaple North; Barnstaple South; Bideford East; Bideford West & Hartland; Chulmleigh & Landkey; Fremington Rural; South Molton; Tiverton East; Tiverton West; Willand & Uffculme

Cabinet Member for Infrastructure, Development and Waste: Councillor Andrea Davis

Chief Officer for Communities, Public Health, Environment and Prosperity, Dr Virginia Pearson

Local Government Act 1972: List of Background Papers

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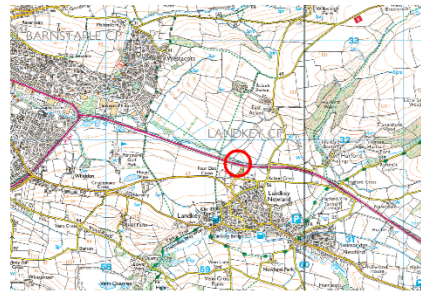
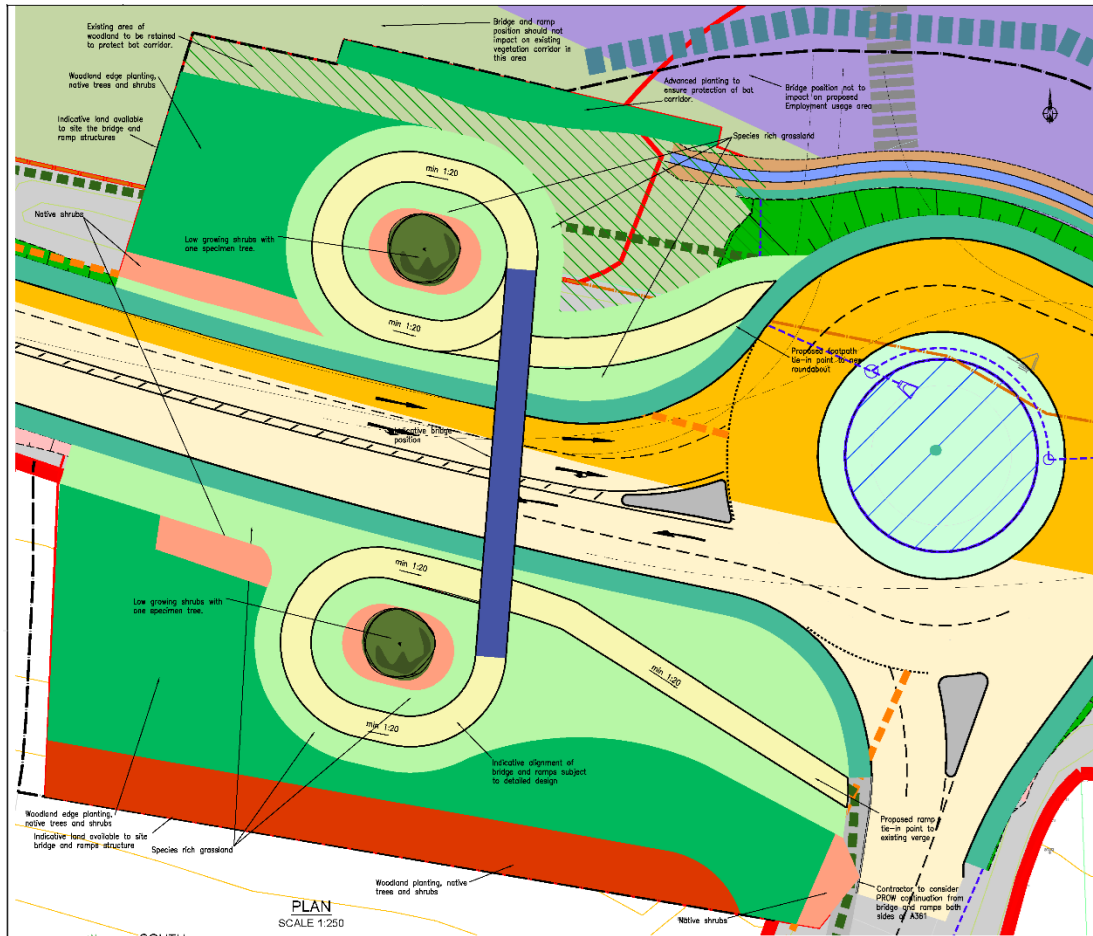
Tel No: 01392) 383000

Background Paper	Date	File Reference
1. Impact Assessment	June 2020	https://devon.gov.uk/ndlr/project-documents

kp230620cab A Gateway to Northern Devon A361 A39 North Devon Link Road South Molton to Bideford
hk 09 290620

Appendix A to PTE/20/11: The Scheme

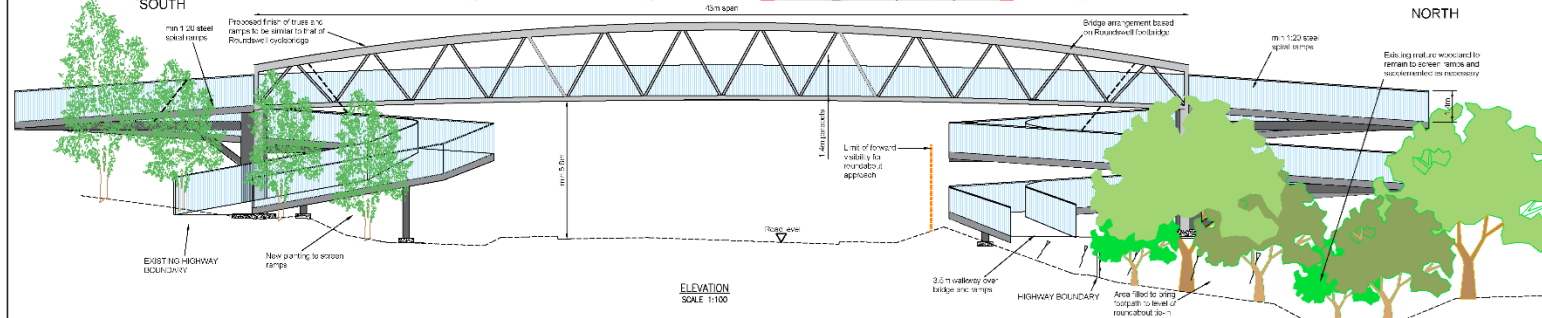




Indicative Truss example Roundwell cyclebridge over the A39 at Barnstaple



Indicative Spiral ramp example Reinforced concrete construction



Do not scale from this drawing in either hand or electronic format. No responsibility is accepted for any drawing in error or circumstances other than that for which it was originally prepared etc. issued.

NCFES	
No.	details
1.	The location of the bridge complex with the result of the consultation and is fixed. The spiral ramps comply with relevant standards and are suitable for use. The points will be set down on the plan. The light and dark green shaded areas show the landscape planting, which is the minimum necessary to screen the ramps and soften the landscape. The red shaded area is woodland planting to screen the bridge from the adjacent property.
2.	The detailed design of the structure should be completed by the contractor and details of the construction/ appearance agreed with the Planning Authority.
3.	Early planning discussions have focused around a steel truss bridge with spiral ramps, which is anticipated to fulfil the criteria of the footbridge and achieve full planning permission. Additional work may be awarded by the planning authority for a more interesting 'statement' structure, which in its appearance, marks the location as a 'gateway to Barnstaple'.
4.	The example photos show the initial form of structure considered. Low supports for the bridge and ramp elements will be subject to detailed design, but are shown over alternative support methods.
5.	The exact design and specification of the bridge span and ramps will be agreed by the relevant design authorities (current at the time and those will be agreed by way of an IAP document at the beginning of the design process.
6.	The areas of land shown are the minimum necessary to draw the siting of a bridge and spiral ramp proposal. Considerations for construction access/ works areas should be carried out during detailed design by the contractor designer.
7.	The design proposed by the contractor should also consider planting around the ramps, to allow the structure to blend into the environment in which it is to be constructed. Should a 'statement' structure be proposed, the extent of planting around the ramps could be reduced to allow the overall appearance of the structure to be fully appreciated.
8.	As part of the detailed design process, considerations to protect the structure from damage due to vehicle impact should be considered.
9.	Lighting of the bridge and along ramp sections should be incorporated into the design, using handrail lighting or similar agreed method.
10.	The bridge and ramps should be designed for both pedestrian and cyclist use, with a clear width of 3.5m.

Rev	Date	Drawn	Checked	Records	CR
C	20/08/2020				EDG

Devon County Council

Engineering Design Group

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Location Plan and Employers Requirements
North Devon Link Road Stage 3

TRANSMITTAL
Landkey Footbridge COMMITTEE PLAN

Do not scale from this drawing in either hand or electronic format. No responsibility is accepted for any drawing in error or circumstances other than that for which it was originally prepared and issued.

Project Name	DCCP18425-EDG-HGN-27502200-C		
Drawing number	P_09_ST_09		
Author	AS SHOWN	Disc	A1
Revised			0

Version 2020.

Assessment of: North Devon Link Road Full Business Case Submission

Service: Transportation

Head of Service: Dave Black

Version / date of sign off by Head of Service: Version 11 / 29/06/2020

Assessment carried out by (job title): Katie Pearce – Assistant Project Manager

1. Description of project / service / activity / policy under review

The proposed NDLR Strategy includes junction improvements and widening of sections of the A361 between Borner's Bridge Junction at South Molton and Buckleigh Road junction on the A39 north of Bideford. In October 2017 Cabinet recognised that the approved Strategy could not be delivered as a single scheme because of affordability constraints. Certain elements of the Strategy were prioritised to select the Scheme for submission in the OBC.

The Scheme to improve the North Devon Link Road comprises:

- 7.5km of widening to upgrade the performance of the NDLR between South Molton and Barnstaple (16km); and
- Junction improvements to support sites identified for housing and employment opportunities in South Molton, Barnstaple and Bideford.

- Improvements to pedestrian and cycling facilities along the route
- Installation of average speed cameras

2. Reason for change / review

The rationale for the main scheme is outlined in the OBC, which can be found online here: <https://www.devon.gov.uk/ndlr/project-documents>

The OBC was approved by cabinet for submission to the DfT, and subsequently by the DfT to progress to the Full Business Case stage. Subsequently, further changes have been proposed, in particular the inclusion of advance planting (which was a condition of planning following extensive consultation with statutory bodies) and the addition of two segregated pedestrian crossing facilities at Landkey and Bishop's Tawton in line with local requests and the scheme's commitment to, where possible, provide segregated pedestrian crossings along the length of the scheme.

Details of the options appraisal to arrive at the need for the main scheme can be found in the OBC on the scheme website:

<https://www.devon.gov.uk/ndlr/project-documents>

The scheme has now been developed to the point where a Full Business Case (FBC) can be submitted to the Department for Transport to enable works to begin on site. Subject to approval the Head of Planning, Transportation & Environment will then award the tender contracts to the relevant contractors under a delegated cabinet authority.

3. Aims / objectives, limitations and options going forwards (summary)

At this stage of Scheme Development, the two options going forward are to submit the Full Business Case for approval, or to not submit. To not submit would result in the loss of all DCC funding which has thus far been spent on scheme development and advance works. There is limited scope for any other changes to the scheme due to the late stage in the scheme's development and constraints posed by planning applications and land acquisition.

4. People affected and their diversity profile

The scheme will primarily affect road users in Northern Devon, particularly those that use the North Devon Link Road on a regular basis. It will also impact pedestrians and cyclists who wish to cross the existing road, who may receive benefits from the new pedestrian and cycling facilities. The

movement of traffic away from sideroads (particularly when maintenance works, or emergency lane closures are in place) will also impact some local routes particularly in the South Molton - Barnstaple area.

Given the nature of the scheme, it would have no impact on the diversity profile of affected people. Consideration has been given to non-motorised users, rather than focussing on vehicles alone.

The adequacy of the current proposals was tested through public consultation, the results of which influenced the selection of The Scheme and changes to the detailed design of the scheme.

5. Stakeholders, their interest and potential impacts

Stakeholders include statutory bodies, the public, DCC, and local district, parish and town councils. There are been several consultations during the schemes development to incorporate the views of stakeholders. These are outlined in the various consultation reports on the scheme website:

<https://www.devon.gov.uk/ndlr/project-documents>

In addition, two 'Value Management' workshops were held and stakeholders were also consulted during the 3 planning applications that were submitted as part of the scheme's development.

The main impacts for Stakeholders will be changes to journeys in and around northern Devon, economic impacts and changes to the local landscape and environment.

6. Research used to inform this assessment

The scheme takes into account the government design standards Design Manual for Roads and Bridges (DMRB) <http://www.standardsforhighways.co.uk/ha/standards/dmr/b/index.htm> and DfT 'Transport Analysis Guidance (TAG)'

A Strategic Outline Business Case (SOBC) was submitted to the DfT in October 2016. In response to the SOBC the DfT responded with a letter to confirm the decision of Ministers to provide the remainder of the funding contribution from the DfT totalling £1.5m for development work on the NDLR up to and including the production of an Outline Business Case (OBC), which was submitted to the DfT on December 2017 and approved in May 2018. DCC has now received a further £4 million to develop a Full Business Case (FBC).

National guidance and procedures have been followed to carefully define and assess a wide range of environmental risks, which guided the scheme development and assessment and included the identification of avoidance, mitigation, compensation and enhancement measures and any monitoring requirements.

7. Description of consultation process and outcomes

Members of the public and organisations were given the opportunity to express their views on the main scheme via an online consultation and at public exhibitions. The results of the public consultation are provided in the Public Consultation Report available on the scheme website:

<https://www.devon.gov.uk/ndlr/project-documents>

A further public consultation was held regarding the Bishop's Tawton proposals to give members of the public the chance to comment on the underpass proposals. The report on the consultation can be found on the scheme website: <https://www.devon.gov.uk/ndlr/project-documents> Members of the public were also given the opportunity to comment during the planning process for the main scheme and during the Landkey and Bishop's Tawton proposals during the relevant planning applications and CPO's.

For the main scheme, online and exhibition events were chosen to enable the widest practical public demographic to be consulted, especially considering the geographic spread of potential road users. Four exhibitions and a week-long unmanned exhibition were held. Alternative formats of documents and assistance for those who needed this was available at exhibitions or on request through the Customer Service Centre channels.

In addition to the above public consultation, letters were sent to the owners / occupiers of land directly affected by the scheme proposals. Key Stakeholders (especially relevant statutory bodies) were also engaged at earlier stages in the process, including attendance at a 'Value Management' workshop.

Details of the process used to develop the preferred Scheme is provided in the Public Consultation Report and Scheme Selection Report available on the scheme website: <https://new.devon.gov.uk/ndlr/project-documents>

8. Equality analysis

Giving Due Regard to Equality and Human Rights

The local authority must consider how people will be affected by the service, policy or practice. In so doing we must give due regard to the need to: eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations.

Where relevant, we must take into account the protected characteristics of age, disability, gender, gender reassignment, pregnancy and maternity, marriage and civil partnership, sexual orientation, race, and religion and belief. This means considering how people with different needs get the different services they require and are not disadvantaged, and facilities are available to them on an equal basis in order to meet their needs; advancing equality of opportunity by recognising the disadvantages to which protected groups are subject and considering how they can be overcome.

We also need to ensure that human rights are protected. In particular, that people have:

- A reasonable level of choice in where and how they live their life and interact with others (this is an aspect of the human right to 'private and family life').

An appropriate level of care which results in dignity and respect (the protection to a private and family life, protection from torture and the freedom of thought, belief and religion within the Human Rights Act and elimination of discrimination and the promotion of good relations under the Equality Act 2010).

A right to life (ensuring that nothing we do results in unlawful or unnecessary/avoidable death).

- The Equality Act 2010 and other relevant legislation does not prevent the Council from taking difficult decisions which result in service reductions or closures for example, it does however require the Council to ensure that such decisions are:
 - Informed and properly considered with a rigorous, conscious approach and open mind, taking due regard of the effects on the protected characteristics and the general duty to eliminate discrimination, advance equality and foster good relations.
 - Proportionate (negative impacts are proportionate to the aims of the policy decision)
 - Fair
 - Necessary
 - Reasonable, and
 - Those affected have been adequately consulted.

<p>Characteristics</p>	<p>Potential or actual issues for this group.</p> <p>[Please refer to the Diversity Guide and See RED]</p>	<p>In what way have you:</p> <ul style="list-style-type: none"> • eliminated or reduced the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. • advanced equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. • fostered good relations between groups (tackled prejudice and promoted understanding), if relevant? <p>Are there any lawful, reasonable and proportionate, unavoidable negative consequences?</p> <p>Are you complying with the DCC Equality Policy?</p>
<p>All residents (include generic equality provisions):</p>	<p>The entire scheme would have adverse impacts on travellers during the construction phase, in particular due to the increase in construction vehicles, traffic management and diversion routes. Some road closures may be required.</p> <p>At Bishop's Tawton particularly, some land owners may see a reduction in their land value due to the increased size and proximity of the road. It is anticipated that any change in value will be small due to the nature of the works and the aspiration to introduce high quality planting to screen properties from the road.</p> <p>Crossing the live carriageway will become more difficult under the proposals due to an increase in road width along the length of the scheme, though the improvements at Landkey and Bishop's Tawton will provide a segregated route, removing the need to cross the live carriageway entirely at these</p>	<p>An online consultation and public exhibitions were chosen to allow the full public demographic to be consulted for the main scheme. All travellers will benefit from improved journey times, perceived reliability, reduced accident severity and Wider Economic Impacts as a result of improved connectivity. Improved alignment, better separation and reduced accidents would reduce driver stress.</p> <p>A strategic aim of the scheme is to improve the economy of northern Devon. The benefits of a more prosperous economy will be felt by all groups. With regards to deprivation and lack of opportunities the area significantly lags behind the rest of the country in terms of Social Mobility. The scheme would have a positive impact on social mobility.</p> <p>The proposed improvements to some of the junctions would be beneficial to the safe movement of all users.</p> <p>The impact of the proposed segregated crossings would be improved access for local residents, who would no longer have to cross a live carriageway.</p>

<p>Characteristics</p>	<p>Potential or actual issues for this group.</p> <p>[Please refer to the Diversity Guide and See RED]</p>	<p>In what way have you:</p> <ul style="list-style-type: none"> • eliminated or reduced the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. • advanced equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. • fostered good relations between groups (tackled prejudice and promoted understanding), if relevant? <p>Are there any lawful, reasonable and proportionate, unavoidable negative consequences?</p> <p>Are you complying with the DCC Equality Policy?</p>
	<p>locations.</p>	

Characteristics	Potential or actual issues for this group. [Please refer to the Diversity Guide and See RED]	<p>In what way have you:</p> <ul style="list-style-type: none"> eliminated or reduced the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. advanced equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. fostered good relations between groups (tackled prejudice and promoted understanding), if relevant? <p>Are there any lawful, reasonable and proportionate, unavoidable negative consequences?</p> <p>Are you complying with the DCC Equality Policy?</p>
Age:	Younger and older age groups who are less likely to drive a car could be more impacted by the severance caused by the increased size of the road along the length of the scheme where segregated crossings have not been proposed.	<p>55% of the public consultation respondents were over 55 which indicates a good level of engagement with this group. At the Bishop's Tawton consultation, a number of responses were provided to an informal consultation held by the local school, which provided information on the behaviour of children locally.</p> <p>Younger and older age groups who are less likely to drive a car will feel a lesser benefit from the road improvement aspects of the main scheme, though they may feel some benefit from improved NMU facilities such as pedestrian crossing facilities. At the additional improvements proposed at Landkey and Bishop's Tawton younger and older residents may feel the benefit of the segregated crossings more highly, as they are more likely to travel on foot. This is particularly true at Bishop's Tawton, where surveys show that a high proportion of pedestrians currently crossing the roundabout at grade are children.</p>
Disability (incl. sensory,	Disabled people who are less likely to drive a car	5% of consultation respondents considered themselves to have

Characteristics	Potential or actual issues for this group. [Please refer to the Diversity Guide and See RED]	In what way have you: <ul style="list-style-type: none"> eliminated or reduced the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. advanced equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. fostered good relations between groups (tackled prejudice and promoted understanding), if relevant? <p>Are there any lawful, reasonable and proportionate, unavoidable negative consequences?</p> <p>Are you complying with the DCC Equality Policy?</p>
mobility, mental health, learning disability, neurodiversity, long term ill health) and carers of disabled people:	could face increased severance from road widening. Consultation responses highlighted concerns of parents caring for disabled children in houses near to the proposed scheme, who felt that their children's wellbeing may be disproportionately compromised by an increase in local traffic (due to increases in noise and a reduction in air quality).	a disability. In addition, a number of respondents (who will not be captured in the above 5%) raised concerns on behalf of others with a disability (for example children). Disabled people who are less likely to drive a car will feel a lesser benefit from the scheme, though they may feel some benefit from improved NMU facilities, including those proposed at Landkey and Bishop's Tawton. Air quality and noise assessments have been undertaken and show that the effect of the scheme, once built, will be neutral in the case of air quality and negligible to minor in the case of noise.
Culture and ethnicity: nationality/national origin, skin colour, religion and belief:	Neutral	Neutral
Sex, gender and gender identity (including men, women, non-binary and	Neutral	Neutral

Characteristics	Potential or actual issues for this group. [Please refer to the Diversity Guide and See RED]	In what way have you: <ul style="list-style-type: none"> • eliminated or reduced the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. • advanced equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. • fostered good relations between groups (tackled prejudice and promoted understanding), if relevant? Are there any lawful, reasonable and proportionate, unavoidable negative consequences? Are you complying with the DCC Equality Policy ?
transgender people), and pregnancy and maternity (including women's right to breastfeed).		
Sexual orientation and marriage/civil partnership:	Neutral	Neutral
Other relevant socio-economic factors such as family size/single people/lone parents, income/deprivation, housing, education and skills, literacy, sub-cultures, 'digital exclusion', access to transport options, rural/urban.	Northern Devon has a higher than average level of low-income residents who may be less likely to drive.	<p>Consultation materials were presented using language that was non-technical, with diagrams used to demonstrate more complex technical information, to improve the accessibility of the material to all education levels.</p> <p>Due to proposed NMU facilities that remove the need to cross the live carriageway, the impact on low income residents less likely to own a car across the entire scheme is considered neutral. In the instances of Bishop's Tawton and Landkey the impact of including the additional segregated crossings will be a net positive benefit.</p> <p>The strategic aim of enhancing the local economy in northern Devon could result in a reduction of unemployed and low-</p>

<p>Characteristics</p>	<p>Potential or actual issues for this group.</p> <p>[Please refer to the Diversity Guide and See RED]</p>	<p>In what way have you:</p> <ul style="list-style-type: none"> • eliminated or reduced the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. • advanced equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. • fostered good relations between groups (tackled prejudice and promoted understanding), if relevant? <p>Are there any lawful, reasonable and proportionate, unavoidable negative consequences?</p> <p>Are you complying with the DCC Equality Policy?</p>
		<p>income residents as well-paid job opportunities become more available. The 'trickle down' effect of an improved economy could also have a positive impact on other socio-economic factors.</p>

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10. Human rights considerations:
No impact.

10. Supporting independence, wellbeing and resilience. Give consideration to the groups listed above and how they may have different needs:

In what way can you support and create opportunities for people and communities (of place and interest) to be independent, empowered and resourceful?

As outlined above, the Scheme improves connectivity for users of both cars and pedestrian and cycling facilities. Improving travel options allows people to access opportunities.

In what way can you help people to be safe, protected from harm, and with good health and wellbeing?

The improvement of the carriageway is expected to reduce the number and severity of accidents on the route, whilst the improvement of pedestrian and cycling facilities provides an opportunity for active travel which is known to have positive health benefits.

In what way can you help people to be connected, and involved in community activities?

As outlined above, the Scheme improves connectivity for users of both cars and pedestrian and cycling facilities. Improving travel options allows people to access community activities.

11. Environmental analysis

An impact assessment should give due regard to the following activities in order to ensure we meet a range of environmental legal duties. The policy or practice does not require the identification of environmental impacts using this Impact Assessment process because it is subject to (please mark X in the relevant box below and proceed to the 4c, otherwise complete the environmental analysis table):

Devon County Council's Environmental Review Process	X
Planning Permission	X
Environmental Impact Assessment	X
Strategic Environmental Assessment	

	Describe any actual or potential negative consequences. (Consider how to mitigate against these).	Describe any actual or potential neutral or positive outcomes. (Consider how to improve as far as possible).
Reduce, reuse, recycle and compost:		
Conserve and enhance wildlife:		
Safeguard the distinctive characteristics, features and special qualities of Devon's landscape:		
Conserve and enhance Devon's cultural and historic heritage:		
Minimise greenhouse gas emissions:		
Minimise pollution (including air, land, water, light and noise):		
Contribute to reducing water consumption:		
Ensure resilience to the future effects of climate change (warmer, wetter winters; drier, hotter summers; more intense storms; and rising sea level):		
Other (please state below):		

7
6
5
4
3
2
1

12. Economic analysis

	Describe any actual or potential negative consequences. (Consider how to mitigate against these).	Describe any actual or potential neutral or positive outcomes. (Consider how to improve as far as possible).
Impact on knowledge and skills:	No specific impact identified at this stage	<p>The scheme would enhance the economic prosperity and competitiveness of northern Devon, both nationally and in line with other areas of Devon and support housing and employment development opportunities in northern Devon by:</p> <ul style="list-style-type: none"> •Increasing overtaking opportunities from 10% to 50%, reducing journey times, reducing the potential for accidents and increasing resilience •Increasing capacity, reducing congestion and reducing the potential for accidents. The effect of investment aims to reduce peak hour journey times by between 10% and 20% by 2037 compared to a non-intervention scenario. •Opening up key areas for development and accelerate growth in the Local Plan.
Impact on employment levels:	No specific impact identified at this stage	
Impact on local business:	There is the possibility that improving transport connections between northern Devon and the rest of the UK could make commuting to areas outside of northern Devon more attractive to residents in the local area.	

13. Describe and linkages or conflicts between social, environmental and economic impacts (Combined Impacts):

The provision of improved transport amenities offers opportunities for social, environmental and economic betterment in the area by improving connectivity for both business and leisure purposes across a range of modes. No significant conflicts have been identified.

For further information please refer to the Technical Appraisal Report, Environmental Assessment Report and Outline Business Case available on the scheme website: <https://new.devon.gov.uk/ndlr/project-documents>.

14. How will the economic, social and environmental well-being of the relevant area be improved through what is being proposed? And how, in conducting the process of procurement, might that improvement be secured?

The primary objectives of the scheme will all have positive effects on the economic, social and environmental well-being of the area. In preparing the specific scheme designs, the standard County Council procurement rules will be followed.

15. How will impacts and actions be monitored?

Monitoring, Evaluation & Benefits Realisation plan will be submitted as part of the Full Business Case.

Reduced journey times as a result of increased speed will be monitored through traffic monitoring data. Reduction in peak hour journey times will be considered.

Post construction surveys would be undertaken to measure if the perception of businesses and tourists using the NDLR as a gateway to northern Devon has improved.

Future accident rates and their severity would be measured and compared against existing data to demonstrate that the current accident rates have been reduced.

Accident rates and their severity would be measured and compared against the baseline and information from other similar schemes.

The number of times diversion routes are required and the number of road closures due to maintenance or incidents will be recorded and monitored.

Relevant impacts during the construction period, such as dust emissions, noise impacts and potential impacts on water quality will be monitored by the appointed contractor, and overseen by regulatory agencies, with remedial measures deployed as necessary.

A programme of post construction monitoring and mitigation will form part of the detailed scheme proposals and will be a requirement of the formal planning process.

Housing supply and delivery will be monitored against the Local Plan allocation.

Economic prosperity will be monitored by looking at wages and GVA to determine whether over time they become more in line with the average in the South West and national average figures compared to 2015 levels.

Cabinet
8th July 2020

LEARNER SUPPORT SERVICES – NEGOTIATION TO EXTEND EXISTING CONTRACT

Report of the Head of Service Education & Learning

Please note that the following recommendations are subject to consideration and determination by the Cabinet (and confirmation under the provisions of the Council's Constitution) before taking effect.

Recommendation: That Cabinet agree the negotiation of an extension of the Service Contract for Learner Services with Babcock Learning and Development Partnership LLP (LLP) on the same terms for up to a maximum of 12 months. That authority to agree the exact period (not exceeding 12 months) be delegated to the Chief officer in consultation with the portfolio holder.

1. Background/Introduction

Devon County Council's ("DCC") 10-year learner services contract ends on the 31/3/2022. DCC has been undertaking work on the future delivery options for these services since September 2019 in accordance with a commissioning timetable, which allows for any tender process or transfer of service required and mobilisation period. The Learner Services Commissioning Project Board including school and governor representation has been set up to oversee this work.

The commissioning process for these services involves staff from across various teams within DCC. The Covid-19 pandemic and the emergency work that needs to be undertaken by DCC in response has had a direct impact on the work being undertaken by these teams. Consequently, their capacity to deliver the work required under the original commissioning timetable has been severely restricted since March 2020.

Before the interruption caused by Covid-19, work was underway on defining the requirements for the new contract and evaluating the options for the service specification and delivery model, including consultation with schools and other stakeholders.

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In order to ensure that sufficient time is allowed for completing that work to the required quality, the Learner Services Commissioning Project Board recommend that the existing contract is extended on a like for like basis for a maximum of 12 months.

2. Main Text/Proposal

The Learner Services Commissioning Project Board has considered the impact of the Covid-19 emergency on the project tasks and timeline (full details and rationale in Appendix A). The Board is therefore proposing that a short period of extension to the existing Learner Services contract (up to a maximum of 12 months) be negotiated in order to build in the extra time that will be required in order to complete the commissioning process.

Options/Alternatives

The alternative to extending the current contract to allow the time required would be to leave the contract period as it stands and reduce the time available to complete the commissioning workstreams needed. Due to the importance and complexity of the services and the time required to implement any new service delivery model it would not be beneficial to remove or restrict any of the workstreams as this would have a direct impact on the future service delivered.

Financial Considerations

If the contract is extended on the same terms for the full 12 months this would equate to a normal year's budget for the service. This is not an additional cost as the services would have to be purchased through some form from the 1st April 2022.

Legal Considerations

A legal assessment of the proposed contract extension has taken place and been taken into account in the preparation of the recommendation set out above.

Modifications to existing Service Contracts will generally require a procurement process to take place unless they fall within the scope of Regulation 72 (Permitted Modifications) of The Public Contracts Regulations 2015.

In the current circumstances, the proposed extension is likely to be permitted under Regulation 72 on the grounds that the need for the modification has been brought about by circumstances which a diligent local authority could not have foreseen and/or that the modification is non-substantial within the conditions set out in the Regulations. In order to fall within the scope of these Regulation 72 grounds, DCC will

need to be assured that any decision to extend was a direct result of the Covid-19 pandemic.

Once the extension has been entered into, DCC will be required to publish a modification notice setting out its justification for the extensions in the Official Journal of European Union.

Environmental Impact Considerations (Including Climate Change)

The recommendation would not have any measurable environmental impacts and will not significantly affect greenhouse gas emission.

Equality Considerations

As an extension to the existing service contract there were no further equality considerations for the service over those considered in the original impact assessment.

Risk Management Considerations

No specific risks have been identified in extending the contract. The proposal itself is intended to mitigate the significant risk to continuity of the service if a re-commissioned service is not in place when the current contract expires.

Any extension would require the agreement of Babcock LDP and formalised with them. Current indications are that the LLP are receptive to an extension of the Service Contract on the same terms.

Summary/Conclusions/Reasons for Recommendations

In summary the extension of the Learner Services contract for a maximum of 12 months would ensure continuity of service whilst also allowing the time for the recommissioning process to be fully completed correctly. This would also ensure that all of the correct consultations and engagements can be carried out.

Dawn Stabb
Head of Service Education & Learning

Electoral Divisions: All

Cabinet Member for Children and Families: Councillor James McInnes

Head of Service Dawn Stabb

LOCAL GOVERNMENT ACT 1972: LIST OF BACKGROUND PAPERS

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Contact for Enquiries: *Dawn Stabb, Head of Service Education & Learning*
Tel No: 01392 383000 Room: G31

The above mentioned Reports are published on the Council's Website at
<http://democracy.devon.gov.uk/ieDocHome.aspx?bcr=1>

Appendix 1

Official Sensitive

Learner Services Commissioning Project Board – Contract Extension Decision

Decision

Devon County Council's ("DCC") 10-year learner services contract ends on the 31/3/2022. DCC has been undertaking work on the future delivery options for these services since September 2019 in accordance with a commissioning timetable, which allows for any tender process required and mobilisation period.

The commissioning process for these services involves staff from across various teams within DCC. The Covid-19 pandemic and the emergency work that needs to be undertaken by DCC in response (as outlined below), has had a direct impact on the work being undertaken by all of these teams. Consequently, their capacity to deliver the work required under the original commissioning timetable has been severely restricted since March and will be for the foreseeable future.

The Learner Services Commissioning Project Board has therefore taken the decision to recommend that DCC grant a short period of extension to the existing learner services contract (up to a maximum of 12 months) in order to build in the extra time that will be required in order to complete the commissioning process.

Reasons for Decision

Since the beginning of the Covid-19 pandemic it has been necessary for DCC to focus its resources on ensuring that DCC its partners and supply chains are able to continue to deliver services to the vulnerable and, together with other emergency services, manage the response to the consequences of the virus through the implementation of its emergency plans.

As part of DCC's forward business planning, it is envisaged that DCC has not and will not have sufficient staffing capacity (the majority of staff will be diverted to work on other critical areas, others will be subject to self-isolation requirements or be caring for members of their household who are sick) to manage the response to the coronavirus outbreak (particularly at its peak and potential second waves) alongside other duties. DCC is therefore looking to rationalise these other duties and manage down these demands where it is able.

The continuing work required on the future delivery options for learner services and the implementation of any new contract for services, will generate significant workstreams for many teams within DCC (commissioning, procurement, finance, project management and operational teams) during this critical period at a time when all of these teams have severely reduced capacity due to emergency response work, which includes but is not limited to the following:

Education Services

- Working with partners to ensure that children are safeguarded while they are not attending school.
- Supporting Devon's schools in their response to the pandemic, providing regular updates and guidance to all schools and daily support to individual schools.
- Ensuring that the data required in line with national guidance during the pandemic is collected, managed and communicated, including the implementation of a new ICT system to collect attendance data.
- Providing advice and support to parents and carers.
- Continuing to deliver the statutory duties which have not been relaxed, especially those in relation to SEND and admissions, in more challenging circumstances.

Childrens Services Commissioning

- Risk assessment processes for provider markets
- Supporting at risk providers
- Supporting operational colleagues' response to COVID19
- Increased communication with providers
- Responding to queries from parents

- Responding to queries from providers
- Supporting writing guidance and responding to FAQs
- Scoping demand, ordering and arranging delivery/collection of PPE
- Increase in workload, meeting attendance and escalation of issues relating to COVID-19
- Implementing and supporting structures relating to COVID-19 impact

Procurement

- setting up, equipping and implementation of emergency facilities for temporary morgue facilities
- step down care facilities including for infected patients
- sourcing emergency supplies and equipment
- arranging logistics for coroners and supplies to care providers.

Finance

- the organisation of financial support throughout DCC and its supply chains and the utilisation of emergency funding.

Operational teams

- ensuring continuity where possible for their services and supporting their service users and providers.

The commissioning workstreams have therefore had to be put on hold at the current time as the staff with the knowledge and expertise needed to deliver this work have all been diverted to the emergency Covid-19 response work outlined above. External partners supporting these workstreams eg school staff and governors' representatives, are also engaged in urgent Covid-19 response work which is impacting on their ability to input at this time also.

The current incumbent provider is fully engaged in DCC's Covid-19 response work and would therefore currently find it difficult to provide the information DCC requires for the commissioning process.

In addition, in the light of the current social distancing restrictions, DCC are not able to fully carry out the stakeholder engagement and consultation work essential to designing the services. Whilst it is possible to move some of this engagement to digital means, DCC are mindful that this method does not suit all, and it would want to ensure that the engagement reaches as many people as possible, this includes using multiple methods to achieve this. Any digital means used will also need to allow more time for responses due to the current COVID-19 impact, as people have other priorities and effects impacting them. Including additional childcare responsibilities and potential health impacts during this time.

If a new services contract is to be recommissioned a tender process will be required and will need to follow the specific structure and timescales set out in The Public Contracts Regulations 2015 (PCR 2015). Sufficient time is also required to ensure the evaluation and award process is carried out in a robust, fair and transparent manner and complies where applicable with the requirements of PCR 2015. If the pre-tender workstreams are delayed, then any tender launch and all subsequent stages of the commissioning and procurement process will also be delayed by the same amount of time.

In order to meet the current commissioning timetable, DCC will need to launch any required tender in September 2020. It is not felt to be in the public interest to launch at this time given the current pandemic situation and the fact that the pretender workstreams required will not be completed by this date.

DCC cannot also be assured that providers will be in a position to respond to any tender launch given the current pandemic and the impact this having across the UK and across the potential provider market. A delay in tender publication will allow appropriate time for the market to recover and be able to respond. This will help create equal opportunity across the provider market, driving competition and value for money and ensuring best use of public resources.

All employers, including potential suppliers, are likely to be facing significant staff resource issues in the months ahead and may face undue challenges in mobilising any new contract in this context.

SEND SUSTAINABILITY OF STATUTORY DUTIES

Report of the Head of Service Education & Learning

Please note that the following recommendations are subject to consideration and determination by the Cabinet (and confirmation under the provisions of the Council's Constitution) before taking effect.

Recommendation: That Cabinet agree the recruitment of 13.2 additional staff, for a period of 18 months to ensure sustainability of statutory SEND services during the Covid-19 recovery period and whilst a wider transformation programme is implemented. The case for increased staffing in the SEN 0-25 team is based on work undertaken by HR, in partnership with Education and Learning.

1. Background/Introduction

In December 2018 Ofsted inspected Devon's SEND services and issued a Written Statement of Action (WSOA), requiring the Local Authority and its partners to improve four key areas, including the timeliness and quality of Education, Health and Care Plans (EHCP). The co-ordination of EHCP is the responsibility of the 0-25 SEN team.

In 2019 the Childrens' Scrutiny Committee set up a task and finish group to examine (among other things) the impact for staff of the increase in the rise of EHCP plans. The group reported;

"Staff wellbeing was an area of significant concern for the task group, with Members aware that staff are facing increasingly complex and difficult cases, which require additional support, both practically and emotionally".

"Sickness rates within the 0-25 Team have also been exacerbated by the level of demand placed on teams and the realisation that many staff work well above contracted hours in order to try and meet statutory deadlines. In turn, this has put added pressure on teams operating further below their capacity".

LG8 considered a business case for investment in SEN in response and 6 staff were recruited to the SEN team: levels of sickness reduced.

Current Position

Demand pressure within the system has continued unabated and has been reported largely through budget monitoring reports, however, whilst performance has improved the well-being of staff has continued to be a major concern.

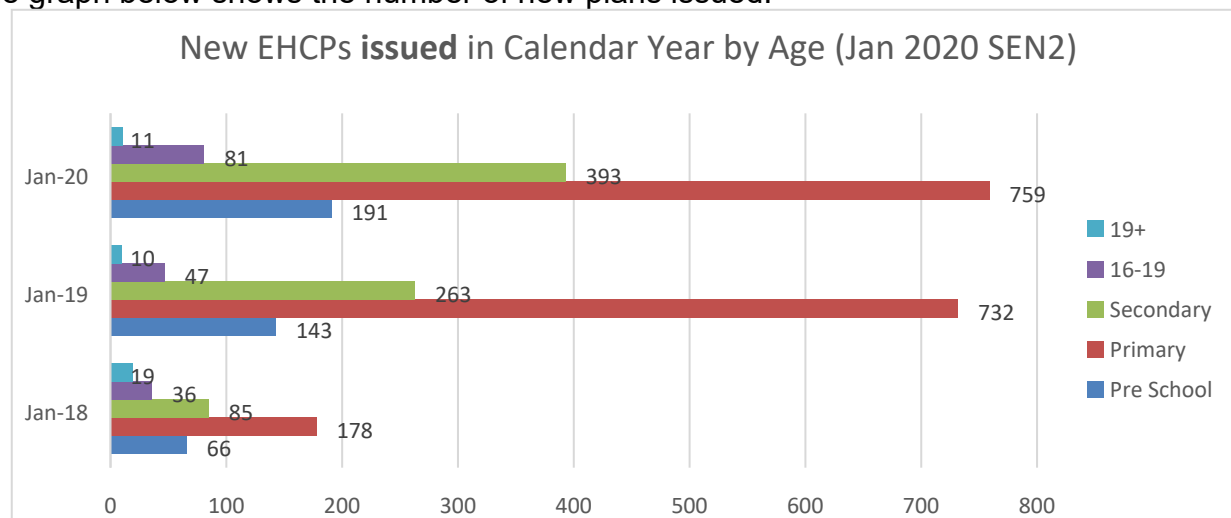
SEN staff were invited to attend 'one to one drop ins' with the Head of Education and the services link HR Business Partner. All staff could describe working many unpaid hours overtime per week (2 people said they were both working between 75-90 hours a week, another said that they needed at least 12 additional hours per FTE in the SEN team to consume the work).

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Poignant and concerning examples were also given of the impact this was having on their personal life and mental health and well-being.

The reasons for the increase in pressure include:

Significant and continued growth in the number of requests for assessment for EHC Plans. The graph below shows the number of new plans issued.



This increase in EHCP increases the number of plans to be maintained. Maintaining a plan includes a statutory process for making amendments when a child's need change or when they move schools, as well as an annual review for all children with a plan. The change in numbers shown below.

Year	Number of EHCP plans maintained	Amended plans due to phase change	Amended plans due to changed needs	Amended plans due to school moves	Plans that needed review	Number of new requests for assessment*
2014	3284	288	164	Not recorded separately	2832	
2015	3510	687	176	Not recorded separately	2648	334
2016	3718	738	186	Not recorded separately	2794	513
2017	4093	952	205	Not recorded separately	2936	1110
2018	5162	1052	258	Not recorded separately	3852	1491
2019	6474	1284	324	300	4866	1673

* not all assessments result in a plan being issued.

In addition there are pressures arising for example from parental expectations, the close monitoring of the WSOA and expectations of improvement, increased and sometimes aggressive threats of litigation and a shortage of appropriate special school provision for children and their families. **A list of other statutory work is available in Appendix A at the end of this document.**

2. Main Text/Proposal

The level of staffing within the SEN 0- 25 has not kept pace with the continued demand placed on the service.

Staffing needs have been assessed using a clear methodology based on staff working hours and the length of time it takes to complete each plan/review.

- Each full-time member of staff has 200 days to work on EHCP plans (52 weeks x 5 working days, less 28 days leave and 8 Bank Holidays and assuming zero sickness absence and deducting 24 days for time spent on other elements of the role (see Appendix A).
- We have 36.5 staff working on plans giving a total of 7300 days.
- Annually there are 3325 plans which require full write up. This takes on average 2.5 days per plan (split over the 20 weeks statutory deadline). We need 8312 days to do this work.
- Annually there are 3275 plans to review, each review takes half a day to complete requiring therefore 1637.5 days (based on the number of current plans).
- The total number of days required to complete the work is therefore 9,949 (8312 + 1637.5) days which would require 49.7 staff.

There is therefore a need for 13.2 additional staff.

Staff working on plans are on different grades, some have team leadership responsibility and other accountabilities. Based on interviews and observation, staff are working on average 10 additional hours (currently unpaid) per week. Some are working considerably more. Applying this to the pay grades equates to the same number of staff as shown above and provides accurate financial calculations for the funding required; £544,876 pa including on costs.

However, changes in processes that we have already implemented (such as the EHC online HUB for new assessments and later this year for reviews) and an anticipation that the numbers of plans will stabilise over the next 18 months as more children work their way through the system and reach the upper age limit, along with the wider SEND transformation work mean we expect to only need this level of staffing until February 2022. At that point we anticipate numbers more in line with our current staffing levels.

This means the total staffing cost would be £817,313. The attached spreadsheet (Appendix B) shows how the costs have been calculated and the split over 2 financial years.

Staff require IT equipment and based on information available at the time of writing this would mean 12 additional laptops (£11,691). IT support and licences would add approximately £13,500 pa.

Options/Alternatives

Not investing would mean we would be unable to fully meet the SEND statutory duties and statutory timeframes would not be maintained. A breach of statutory duties could increase vulnerability to DfE intervention, increased tribunal cases and potential judicial review. We are mindful that disadvantaged children including those with SEND are likely to have been further disadvantaged by COVID 19 and we therefore have to consider the potential for further escalation of demand

Financial Considerations

For detail, please see appendix B.

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Legal Considerations

The delivery of SEND services is a statutory duty. Failure to meet the statutory requirements puts the Local Authority at risk, financially and reputationally but most importantly means young people and families do not get the support they need

Equality Considerations

The appointment of staff would be beneficial to young people with special educational needs or disabilities as it means the current level of service and support could be maintained.

Risk Management Considerations

No specific risks have been identified.

Summary/Conclusions/Reasons for Recommendations

There is an urgent need and a compelling case, to increase staffing within the SEN 0-25 team. The investment required over 2 financial years is £856,004 and would provide 13.2 full time staff (for the requested 18 months) and the necessary IT equipment and support.

Dawn Stabb
Head of Service Education & Learning

Electoral Divisions: All

Cabinet Member for Children and Families: Councillor James McInnes

Head of Service Dawn Stabb

LOCAL GOVERNMENT ACT 1972: LIST OF BACKGROUND PAPERS

Contact for Enquiries: [Dawn Stabb, Head of Service Education & Learning](#)

Tel No: 01392 383000 Room: G31

The above mentioned Reports are published on the Council's Website at
<http://democracy.devon.gov.uk/ieDocHome.aspx?bcr=1>

SEN – 0-25 Team Statutory Workload

Appendix A

Under the SEND code of Practice Sept 2014, the SEN team statutory workload comprises of significantly more than assessing and issuing new plans. The bullet points below give an idea of the breadth of workload increase as the overall numbers of EHCP plans continue to rise:

- Assessing new requests, collating the information and writing a high-quality plan. **(1500 new plans assessed a year – not all assessed plans are issued).**
- Chasing other services contributions to the plan when they have not submitted their elements.
- Amending plans at the end of year 6, year 11 and year 14 ready for transfer to their next school (there are national deadlines for completing this work each year) **1200 amended plans (Y6, Y11, Y14).**
- Amending plans as a child's needs change **(approximately 5% of plans per year = 325 plans).**
- Amending plans due to school moves **(300 movements in year).**
- Reviewing plans on a yearly basis **(we are not currently able to satisfactorily review the remaining 3275 plans (ie those which did not require amending) and it is a requirement of the code of practice that we do).**
- Attending team around the child meetings where there are issues.
- Meeting, phoning parents responding to emails (hundreds).
- Dealing with informal and formal complaints.
- Preparing information for Ombudsman complaints.
- Preparing for and attending SEND tribunals.
- Increasing responsibilities (due to revised legislation and Ombudsman cases) placed on the Local Authority requiring children to be in receipt of **full-time** education while waiting a placement.
- Increasing FOIs and SARs that are used by parents who are in disagreement with the Local Authority. These not only take time but then add to repeating previous work.
- Staff are also required to attend team meetings, whole service meetings, supervision, training and development and practice updates.

Staff also come under pressure due to:

- The close monitoring of the timeliness and quality of EHC Plans from Ofsted and management due to the SEND Review written statement of action.
- The relentless expectations of parents and the often-angry nature of the phone calls they receive; on average 70% are parents taking frustration out on the team (even though the timeliness of the SEN is now in line with National averages) and this has taken its toll.
- Increased litigation and aggressive communication from solicitors direct to all levels of staff.
- Being the contact point, which parents use to express all their concerns for all services including health, social care and education.
- Not wanting to let the team down or fail a re-inspection.
- An underlying value system to do a good job for children.
- The need to improve the quality of plans.
- A shortage of special school places (we appreciate the recent funding will address this but it will take time for the provision to come online).
- The increased breadth of knowledge required with the 0-25 years provision.
- The relentless increase in the number of EHCP plans which need to be assessed or maintained.

Additional staffing Cost per annum

Grades	Current FTE	Extra FTE	Mid point	£ per annum	NI	Super	Total Basic	Total oncost
T	1.8	1.8	42	£45,525	£5,070	£10,607	£81,945	£28,218
H	6	1.6	36	£39,589	£4,251	£9,224	£63,342	£21,559
G	1	0.3	31	£34,475	£3,545	£8,033	£10,343	£3,473
F	15.1	4.1	26	£30,229	£2,959	£7,043	£123,939	£41,008
E	11.8	3.2	19	£25,295	£2,278	£5,894	£80,944	£26,150
D	8.7	2.3	10	£21,166	£1,708	£4,932	£48,682	£15,272
	44.4	13.3					£409,195	£135,681

Total Cost per annum £544,876

Additional staffing costs allocated over 18 month proposal

Grades	Additional FTEs		Sept 20 - March 21	April 21 - Feb 22
			Year 1	Year 2
T	1.8		£64,262	£100,983
H	1.6		£49,526	£77,827
G	0.3		£8,059	£12,665
F	4.1		£96,219	£151,201
E	3.2		£62,472	£98,170
D	2.3		£37,307	£58,625
	13.3		£317,844	£499,469

Total cost £817,313

Additional IT equipment costs and annual support

Device / Equipment	Quantity Required	Unit cost	One Off	Ongoing
			Total Cost £	Annual Support Cost £
Standard Laptop	12	£715.00	£8,580	
Docking Station USB	12	£90.00	£1,080	
Monitor (standard 23inch)	12	£127.00	£1,524	
Keyboard	12	£10.02	£120	
Mouse	12	£8.72	£105	
Headset	12	£23.48	£282	
IT Support & Licences				£13,500
			£11,691	£13,500

Sept 20 - March 21	April 21 - Feb 22
Year 1	Year 2
£25,191	£13,500

Total cost

Assumed 12 additional laptops required to meet these additional posts

Summary of above costs over 2 year proposal

	Sept 20 - March 21	April 21 - Feb 22	Total
	Year 1	Year 2	
Staffing	£317,844	£499,469	£817,313
IT costs	£25,191	£13,500	£38,691
	£343,035	£512,969	£856,004

NI	Super
£8,788	23.30%
13.8%	

£38,691

TREASURY MANAGEMENT STEWARDSHIP ANNUAL REPORT 2019/20

Report of the County Treasurer

Please note that the following recommendations are subject to consideration and determination by the Committee before taking effect.

Recommendation: **That the Committee notes the report and considers whether it wishes to make any further comments to Cabinet on the 2019/20 Treasury Management outturn position.**

1. Introduction

- 1.1. The County Council has adopted the CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management in the Public Services. A revised Code of Practice was published by CIPFA in December 2017 and a revised Policy Statement and Treasury Management Practices (TMPs) were agreed by Council in February 2018. These were not changed for 2019/20. The Treasury Management and Investment Strategy for 2019/20 was agreed by Council in February 2019 and forms part of the published budget book.
- 1.2. The purpose of this report is to show the outturn position, review performance and inform members of any key matters arising from the Council's Treasury and Debt Management activities during the 2019/20 financial year. The report also includes an update on the 2020/21 Strategy. This report, together with any comments offered by this committee, will be considered by Cabinet on 8th July.

2. Minimum Revenue Provision

- 2.1. Each year the Council has a statutory obligation to charge to the revenue account an annual amount of Minimum Revenue Provision (MRP), which is a charge to make provision for the repayment of the authority's external debt and internal borrowing. The charge is based on the historic borrowing required to fund the Council's capital programme.
- 2.2. The current policy is to charge MRP based on the period of benefit of the capital investment, i.e. straight line, over the life of the asset. However, all supported borrowing up to 1st April 2008 is charged over the life of the assets, calculated using the annuity method. The final outturn for MRP for 2019/20 was £14.432m.

3. Treasury Management Outturn Position 2019/20 - Borrowing

- 3.1. The overall aims of the borrowing strategy are to achieve:
 - Borrowing at the lowest rates possible in the most appropriate periods;
 - The minimum borrowing costs and expenses;
 - A reduction in the average interest rate of the debt portfolio.

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- 3.2. Since 2009 the Council has followed a policy of containing the capital programme, taking out no new external borrowing and repaying debt whenever this can be done without incurring a financial penalty. Therefore, the Medium Term Financial Strategy (MTFS) assumption was that no new long-term borrowing would be required.
- 3.3. In accordance with the MTFS, no long-term borrowing was undertaken during the 2019/20 financial year. Instead all borrowing required to fund capital expenditure was met from internal cash balances.
- 3.4. Active treasury management and the maintenance of levels of liquidity have ensured that no short-term borrowing was required during the financial year. Cash positions are monitored daily and modelled over a monthly horizon to ensure that anticipated liquidity levels are forecast accurately.
- 3.5. No opportunities arose during the 2019/20 financial year to repay outstanding debt without incurring substantial premium penalties, which would negate any benefit of repaying the debt. The Public Works Loan Board (PWLB) sets premature repayment rates, and where the interest rate payable on a current loan is higher than the repayment rate, the PWLB policy imposes premium penalties for early repayment. Therefore, it will only make financial sense to repay debt early if the PWLB changes its current policy, or if interest rates rise and cancel out the repayment premiums.
- 3.6. In October 2019, HM Treasury announced an increase in interest rates for borrowing from the Public Works Loan Board (PWLB). Some local authorities have substantially increased their use of the PWLB, as the cost of borrowing has fallen to record lows, in many cases to fund commercial property investment. HM Treasury was concerned about the level of local authority borrowing for this purpose and therefore announced that they would restore interest rates to levels available in 2018, by increasing the margin that applies to new loans from the PWLB by 100bps (one percentage point) on top of usual lending terms. This has made new borrowing less attractive, however, this has no impact on the rates applicable to the Council's current long term debt, which were set at fixed rates when the loans were taken out.
- 3.7. Despite the increase in PWLB rates for new borrowing, the premature payment rates have been left unchanged. Current interest rate forecasts suggest that it is extremely unlikely that gilt yields will rise sufficiently to cancel out the premiums in the medium term.
- 3.8. At 31st March 2020 the level of long term debt stood unchanged at £507.85m as detailed in the table below.

Analysis of Long Term Debt

	Actual 31.03.19 £'m	Interest Rate %	Actual 31.03.20 £'m	Interest Rate %
Fixed Rate Debt				
PWLB	436.35	4.99	436.35	4.99
Money Market	71.50	5.83	71.50	5.83
Variable Debt				
PWLB	0.00		0.00	
Money Market	0.00		0.00	
Total External Borrowing	507.85	5.11	507.85	5.11

- 3.9. The carrying amount for long term debt figure presented in the Statement of Accounts for 2018/19, comprising PWLB, LOBO and market debt, is £511.092m, £3.3m higher than the figure stated above. This difference is due to an accounting standard adjustment which requires us to record the value of our long term debt at its Net Present Value in the Statement of Accounts. The LOBOs (Lender Option Borrower Option) have stepped interest rates and are revalued annually based on the effective interest rate for the duration

of the loan. The revaluation has the effect of smoothing the stepping of the interest over the life of the loans.

4. Treasury Management Outturn Position 2019/20 - Investments

- 4.1. The overall aim of the Council's investment strategy is to:
 - Limit the risk to the loss of capital;
 - Ensure that funds are always available to meet cash flow requirements;
 - Maximise investment returns, consistent with the first two aims;
 - Review new investment instruments as they come to the Local Authority market, and to assess whether they could be a useful part of our investment process.
- 4.2. The Bank of England's Base Rate remained at 0.75% throughout the year until the country was hit by the coronavirus pandemic. In response to the pandemic the Base Rate was reduced to 0.25% on 11 March 2020, and then further to 0.10% on 19 March. These changes came too late in the year to have any significant impact on the Council's interest receipts in 2019/20 but will reduce the rates available in 2020/21.
- 4.3. The average interest rate earned on investments, excluding the CCLA property fund, for the year was 0.97%, against the full year budget target return of 0.75%. The CCLA property fund has yielded an average rate of 4.27% for the same period against a full year budget target of 4.5%. The combined total return from all investments was 1.11%.
- 4.4. The 2019/20 Treasury Management Strategy included for the first time the ability for the Council to invest in short-dated bond funds and multi-asset income funds. Short dated bond funds will invest in high quality short dated government or corporate bonds. Multi-asset income funds will invest in a wider range of investments designed to produce an income yield. In both cases, the funds concerned will invest in tradable instruments where the capital value of the investment will fluctuate. However, this provision was not utilised, as Brexit uncertainty suggested a more prudent approach, given that higher yielding investments will mean that there is an increased risk of loss of capital.
- 4.5. Revenue lending during 2019/20, including the use of term deposits, call accounts and property funds, earned interest of £2.496 million against a full year budget of £1.6 million. The surplus achieved over budget can mostly be attributed to the higher rates of interest earned compared to the target rate. The target rate was set on a prudent basis, reflecting the risk that the base rate could be cut if there was a no deal Brexit. However, as the rate remained unchanged until March 2020 the Council was able to achieve higher rates than the target. The interest figure quoted is the return from the Council's Treasury Management activity and is different from the figure presented in the Outturn Report and the Statement of Accounts which also includes interest generated from a number of other sources.
- 4.6. All lending has been carried out in accordance with the Council's Treasury Management Strategy and with institutions on the list of approved counterparties.
- 4.7. The following table shows the County Council's fixed and variable rate investments as at the start and close of the financial year:

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Schedule of Investments

		Actual 31.03.19 £'m	Interest Rate %	Actual 31.03.20 £'m	Interest Rate %
Bank, Building Society & MMF Deposits					
Fixed Rates					
Term Deposits	< 365 days	147.50	1.01	72.50	1.00
	365 days & >	10.00	1.00	20.00	1.40
Callable Deposits					
Variable Rate					
Call Accounts		-	-	45.00	0.65
Notice Accounts		12.50	1.01	45.00	0.90
Money Market Funds (MMF's)		46.83	0.77	23.01	0.48
Property Fund		10.00	4.23	10.00	4.28
All Investments		226.83	1.10	215.51	1.04

- 4.8. The figure as at 31st March 2020 includes £6.9m related to the Growing Places Fund (GPF). This figure was approximately £11.7m as at 31st March 2019. Devon County Council has been the local accountable body for the GPF, which was established by the Department for Communities and Local Government to enable the development of local funds to address infrastructure constraints, promoting economic growth and the delivery of jobs and houses. Interest achieved on the GPF funds, based on the average rate achieved by the Council's investments, accrues to the GPF and not to the County Council. Responsibility for the Growing Places Fund, together with the current balance of the fund, is due to transfer to Somerset, to be consistent with their role as host authority for the Local Enterprise Partnership.

5. Prudential Indicators

- 5.1. Linked to its Treasury Management Strategy, the County Council is required to monitor its overall level of debt in line with the CIPFA Code of Practice. Part of the code requires consideration of a set of Prudential Indicators in order to allow the Council to form a judgement about the affordable, prudent and sustainable level of debt.
- 5.2. The purpose of the indicators is to demonstrate that:
- Capital expenditure plans are affordable;
 - All external borrowing and other long term liabilities are within prudent and sustainable levels;
 - Treasury management decisions are taken in accordance with professional good practice.
- 5.3. Three Prudential Indicators control the overall level of borrowing. They are:
- **The authorised limit** - this represents the limit beyond which any additional borrowing is prohibited until the limit is revised by the County Council. Revision may occur during the year if there are substantial and unforeseen changes in circumstances, for example, a significant delay in achieving forecast capital receipts. In normal circumstances this limit will not require revision until the estimate for the following year is revised as part of the budget setting process.
 - **The operational boundary** – this indicator is based on the probable external debt and other long term liabilities during the year. Variations in cash flow may lead to occasional, short term breaches of the Operational Boundary that are acceptable.

- **The upper limit for net debt** - the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the Capital Financing Requirement.

5.4. During the Budget process, the following Borrowing Limits were set for 2019/20:

- Maximum borrowing during the period (Authorised Limit) £776.73m.
- Expected maximum borrowing during the year (Operational Limit) £751.73m.
- Maximum amount of fixed interest exposure (as a percentage of total) 100%.
- Maximum amount of variable interest exposure (as a percentage of total) 30%.

5.5. Members are asked to note that during 2019/20 the Council remained within its set Borrowing Limits and complied with the interest rate exposure limits.

6. 2020/21 Update

- 6.1. The world now looks very different compared to how it looked when the 2020/21 Treasury Management Strategy was set early in the year. The coronavirus pandemic has resulted in a lockdown of much economic activity across large parts of the world. The United Kingdom has been particularly badly hit, and as a result the Bank of England reduced its base rate firstly to 0.25% and then to 0.1% during March. When the Council set a target interest rate of 0.75% for 2020/21, it did so bearing in mind the risk of interest rates being cut as a result of a messy Brexit, but rates have been cut further than would have been expected as a result of the pandemic.
- 6.2. As far as borrowing is concerned, the Medium Term Financial Strategy assumes that, over the three year period, no new long-term borrowing will be required. This is still envisaged to be the case, although this will be kept under review. The PWLB policy of imposing premium penalties for the early repayment of long term debt means there is little potential to repay further debt during the current financial year.
- 6.3. As set out in the Treasury Management Strategy, a payment of £31.9 million was made to the Pension Fund representing advance payment of the deficit contributions due for 2020/21, 2021/22 and 2022/23. Due to the discount available for advance payment this will result in savings of £1.5 million over the three years.
- 6.4. Despite the pandemic, it is still currently forecast that the Council will achieve the budgeted level of investment income in 2020/21. However, this is less certain than in previous years. The following factors contribute to that position:
- Term deposits carried forward into 2020/21 that were made at the rates prevailing before the pandemic hit the economy will provide some mitigation against the rate cuts.
 - Local authorities that were seeking to bolster their cash balances in March were offering significantly higher rates, and we were able to agree forward deals totalling £20 million at rates above 1% over varying time periods. Subsequently the rates on offer from other local authorities have dropped significantly.
 - The decision was taken in early April to keep more cash immediately available to ensure the Council could meet all cashflow requirements resulting from the coronavirus pandemic. This decision was made taking into account both additional expenditure and actual and potential loss of income. Keeping more cash immediately available will reduce the level of investment income achieved.
 - Front-loading of Government grants related to the pandemic has meant that to date the Council's cash balances have not been significantly impacted, but the anticipated level of additional expenditure is forecast to be higher than the grants provided.
 - The Council would be expected to achieve investment income of between £400,000 and £450,000 from the CCLA Property Fund investment. However, yields

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may be impacted by the ability of tenants to meet rent payments on the property owned by the fund.

- 6.5. The Bank of England has kept base rates at 0.1% since March but indicated that further support would be forthcoming when or if required. Markets are not projecting forward thoughts on interest rates, which are expected to remain at 0.1% for the foreseeable future, despite some talk of negative rates. Therefore, any new deposits are likely to be at very low rates. Given the level of risk that still remains, it is not recommended to make investments in short dated bond funds or multi asset income funds at the present time. The mid-year report will provide a further update on the forecast investment income for the year.

7. Summary

- 7.1. No long term or short-term borrowing was undertaken during 2019/20. It is not envisaged that any new long-term borrowing will be required over the next three year period but this will be reviewed annually.
- 7.2. No opportunities arose during the 2019/20 financial year to repay outstanding debt without incurring substantial premium penalties, which would negate the benefit of repaying the debt.
- 7.3. Investment income of £2.496 million was achieved in 2019/20 against a full year budget of £1.6 million. This represented a return of 1.11%, including the Property Fund investment. Successful prudent management of the Council's short-term cash reserves has delivered a surplus of £0.9 million for the 2019/20 financial year.

Mary Davis

Electoral Divisions: All
Local Government Act 1972
List of Background Papers - Nil
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SEND Transitions Task Group

June 2020

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1. Covid-19 Pandemic context

1.1 This Task Group concluded its evidence gathering in January 2020 and set about formulating this report and developing a number of recommendations for change. In the months following the conclusion of this work, the Covid-19 virus arrived in the UK, reaching pandemic status, causing thousands of deaths and many more people to be taken seriously ill, as well as having a dramatic impact on the nation's economy, people's personal finances and the way that we all live our daily lives. This in turn has had a radical impact on the work of County Council and the NHS in particular, as partners work together to respond to this pandemic in Devon.

1.2 During this response, local authorities, the NHS, emergency services and other partners have had to quickly and efficiently review their core purpose, reconsider all priorities and in many cases, temporarily change or stop delivering some services, directing resources to where they are most needed in order to take decisive action and respond to this crisis in the most effective way.

1.3 As Councillors, across Devon, we have seen first-hand how NHS staff, care workers, emergency services personnel, local authority officers, supermarket workers and communities have stepped up, worked together and gone above and beyond the call of duty, often risking their own health in order to keep others safe and cared for. We are all eternally grateful for their dedication and selflessness during this most challenging of times.

1.4 We also recognise that the last few months may have been a particularly difficult and worrying time for many families with children and young people with Special Education Needs and Disabilities (SEND), who have always been our focus throughout this review.

1.5 We are living in a different world to that of six months ago, and whilst the evidence gathered and conclusions drawn from our work on SEND Transitions up to January 2020 remains valid, it must be considered in the context of the current climate.

1.6 Rather than make specific recommendations for change directed at the Council and the NHS, we have drawn together some key themes and potential areas for development, which clearly emerged throughout this review. As always, Scrutiny has a key role in local democracy as a 'critical friend', and we hope that this report and the conclusions it draws are seen as a helpful and constructive aid for those who commission and deliver services to children and young people with SEND and their families.

1.7 The Task Group asks the Health & Adult Care Scrutiny Committee, the Children's Scrutiny Committee and Cabinet to endorse the themes and areas for development below. The Task Group requests that an update on progress made should be brought back to both Scrutiny Committees in nine to twelve months' time.

2. Themes and areas for development

2.1 For us as a Task Group, the key message from this review is that whatever a young person's needs, a positive and successful transition doesn't just happen. If we want to see good outcomes for young people and adults with SEND then it is essential that strong planning and the right support is put in place for young people and their families on this journey.

2.2 Transitions planning and support needs to be:

- Person Centred
- Early
- Aspirational

1. PERSON CENTRED

WHAT DOES THIS LOOK LIKE?

- (a) Embed the learning from the Doing What Matters¹ work across all areas of practice in children's and adult's services, particularly in services which support young people through transitions;
- (b) Enable more efficient decision making around packages of care and support, encouraging greater trust, autonomy and risk assessment at a more operational level, including making the necessary changes to the scheme of delegation in children's and adult's services;
- (c) Embed the role of the Adult Consultant Physician (piloted at the RDE) across all hospital trusts in the Devon CCG footprint;
- (d) Ensure that young people who do not reach adult social care thresholds have a smooth and stable transition and are able to access support/signposting to the voluntary sector where needed.

2. EARLY

WHAT DOES THIS LOOK LIKE?

- (a) Earlier and better transition planning and conversations about the future (with a clear focus from the age of 14) for all young people with SEND, including those who are not expected to reach adult social care thresholds;
- (b) Continue with increased investment in the Preparing for Adulthood Team.

3. ASPIRATIONAL

WHAT DOES THIS LOOK LIKE?

- (a) Ensure that all practitioners and schools are encouraging conversations with children with SEND and their families about their aspirations after full time education in terms of college, training, apprenticeships and work, as early as possible;
- (b) Gain additional funding to expand the number of qualified job coaches in Devon and increase the number of supported internships, supported employment and supported apprenticeships;
- (c) Ensure that there is sufficient suitable and quality housing and supported living accommodation for young adults in the right locations, to enable independence.

¹See (para 5.1-5.56)

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3. Background

Children and Young People with Special Educational Needs and Disabilities

3.1 Under the Children and Families Act 2014², local authorities, schools and the NHS have a range of duties and responsibilities towards children and young people with special educational needs and disabilities. The Special Educational Needs and Disabilities (SEND) Code of Practice 2015³ provides these organisations with statutory guidance to help them meet these responsibilities.

3.2 The Code of Practice provides a definition of Special Educational Needs (SEN) as follows:

“A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

3.3 A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- has a significantly greater difficulty in learning than the majority of others of the same age, or
- has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.”

3.4 The Code of Practice also provides guidance relating to children and young people with a disability as defined by the Equalities Act 2010⁴, but states that any child or young person with a disability who also requires special educational provision, will be covered by the SEN definition.

3.5 This means that when we talk about children and young people with SEND, we are talking about a wide range of children and young people with varying needs. These needs may be physical disabilities, learning disabilities and/or mental health needs. Many of these young people will need additional support during their education but go on to need very little or no support from statutory services into their adult lives. Some young people will need ongoing support from health and/or social care services into adulthood, with a very small number of these young people with profound needs, requiring very high levels of ongoing medical care and support throughout their lives.

Joint Local Area SEND Inspection

3.6 In December 2018, Ofsted and the Care Quality Commission (CQC) conducted a joint inspection of SEND arrangements in Devon. The inspection letter⁵ concluded that there were significant areas of weakness in the local area’s practice and that as such the local

² <http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

³ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf

⁴ <https://www.legislation.gov.uk/ukpga/2010/15/contents>

⁵ <https://files.api.ofsted.gov.uk/v1/file/50054047>

authority and Devon CCGs must submit a Written Statement of Action to Ofsted outlining how the local area plans to address these weaknesses.

3.7 Both the Children's Scrutiny Committee⁶ and the Health and Adult Care Scrutiny Committee⁷ reviewed the concerns raised in the inspection letter and the local area's draft Written Statement of Action at their separate committee meetings in March 2019, and elected to set up a joint Task Group to 'inform and dovetail with the work in response to the findings of the Inspection, including transitions from children's services to adults' services'.

Scope of this review

3.8 A scoping meeting was held in May 2019 with Task Group Members and relevant officers present to establish the focus of this Task Group and scrutiny of the local area's progress following the joint inspection. Members agreed that in order to avoid duplication, the local area's Improvement Plan and progress against the Written Statement of Action would continue to be monitored and scrutinised through formal meetings of the Children's Scrutiny Committee.

3.9 However, given the joint inspection's findings, and pre-existing concerns Members had relating to the experience and outcomes for young people with SEND and their families as they approach adulthood, it was agreed that the Task Group would focus its review on 'transitions', and in particular:

- understanding the experiences of parents/carers and children and young people with a range of needs and disabilities, and their journey through the system;
- reviewing the local area's approach to preparing for adulthood, and the support provided to young people as they transition to adulthood.

4. Reaching adulthood

4.1 We all go through periods of transition and change during our lives, and we know that these can be difficult or stressful times. For children and young people with SEND and their families, the transition from childhood to adulthood can be particularly challenging for many reasons. Adapting to changes in school, living arrangements, health services or transport can be very difficult. This can be made all the more challenging when these changes happen all at once, and when at the age of 18, the services that young people and families are so used to relying on seem to disappear.

4.2 Uncertainty about the future leads to increased anxiety for families and young people themselves, and the changes in support structures and thresholds for services often leave families feeling as though have 'fallen off cliff edge' and feeling like they must 'constantly battle' the system to access the support they need.

4.3 If young people with SEND in Devon are to thrive into adulthood and have the best outcomes possible, we need to get 'transitions' right for every single young person we work with.

⁶ <https://democracy.devon.gov.uk/ieListDocuments.aspx?CId=428&MId=2861&Ver=4>

⁷ <https://democracy.devon.gov.uk/ieListDocuments.aspx?CId=429&MId=2854&Ver=4>

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5. Person Centred Support

Disabled Children's Services: The 'Doing What Matters' Approach

5.1 The County Council has recognised that many of the services it provides have evolved over time in response to budget restrictions, increases in demand, changes to legislation and a host of other influences, which can mean that the way services are delivered are built around what works best for the Council, and not necessarily what works best for the people who receive these services. In light of this, the County Council is in the process of reviewing the way that it delivers many of its services, striving to understand what matters most to people (both service users and staff) and look at the whole system, rather than looking at individual services in silos. This then enables blockages and barriers to be identified and new ways of working to be developed and piloted on a small scale, which can then be widened out across the whole Council where successful.

5.2 One of these pilot areas was the Disabled Children's Service in the north of the County, with 'transitions' being a key part of this work. This pilot helped bring to light the experience of many families who felt powerless and unheard, saw decisions about funding and support being made by senior officers who they had never met, and felt that they were forced to fit in with a system and timescales that did not reflect the needs of their child. Using these findings, the service was able to begin to break down the system and create a new set of principles based around what mattered to children and families.

5.3 The pilot introduced a range of changes to how the Disabled Children's Service worked with families including reducing complexity in the system and the need for families to engage with such a wide range of professionals, through the introduction of a single support plan and a lead worker who takes responsibility for co-ordinating care and support across agencies. The timing of changes around transition was also a key difficulty, and so the pilot developed transitions support based on understanding and working with young people when it's right for them, not because they have reached a certain age.

5.4 The pilot also identified that decision making around support and funding was an issue, with senior managers needing to sign off a significant number of packages, resulting in drift and delay for young people and creating considerable degrees of separation between the decision maker and the family concerned.

5.5 The piloted approach puts young people and families at the centre but can mean that social workers and other staff work more intensively with families and therefore need smaller caseloads. However, this way of working can see better outcomes for young people and less demand on services in the long term because families get the support they need at the right time.

5.6 The pilot in the Disabled Children's Service has allowed some small and some more significant changes to happen, which have made a huge difference to young people and their families as they transition to adulthood.

Mental Health

5.7 Many similar issues have been highlighted in mental health services for young people. Historically, strategies and processes have required the child or young person to fit the system, but there is recognition within mental health services too that this simply does not work. Children and young people need to be recognised as individuals and put at the centre, and services need to work more flexibly around them, particularly during times of transition.

5.8 The demand for children and young people's mental health services is growing, but so is our understanding of mental health. Demand and funding will always be a challenge but health commissioners in Devon have told us that they feel in a good place to start pushing change through the system and working in a different way. Trauma informed approaches, which recognise the long-term impacts of trauma on children's development and outcomes are becoming part of common practice, and while transition to adulthood will always be difficult time, by understanding the young person's experiences, practitioners are beginning to be able to support young people better on this journey.

The Pathways Project

5.9 Turning 18 is a time of significant change and anxiety for children and young people with profound and complex needs and their families. Up until the age of 18 children and young people with co-morbidities are primarily in the care of a Paediatrician, who will co-ordinate their care with their GP and other professionals. Ordinarily this all changes when the young person reaches 18, and families must co-ordinate care with various medical services and professionals themselves.

5.10 The Royal Devon and Exeter Hospital (RD&E) listened to families when they said this was a difficult and complex change to manage, reporting that they had to see new consultants and professionals who didn't know their young people's history and needs, and that they would have to repeat their story multiple times. The RD&E also consulted with special schools who described the need for a 'grown-up paediatrician' and an 'adult Bramble Ward' (the children's ward at the hospital).

5.11 Consultants are already used for older people who have a range of co-morbidities and it became clear that a similar solution was needed to support families as their young people reached adulthood and beyond.

5.12 The Pathways Project⁸ created an Adult Consultant Physician role to mirror the Paediatrician role after the age of 18, providing support young people with complex and profound needs and their family for life, not just during the transition phase. The pilot project is pioneering and does not currently exist anywhere else in the country. Feedback from families has been overwhelmingly positive and the increased support is making a real difference for young people and their families in the area. We would like to see this role become common practice for all hospital trusts across the Devon Clinical Commissioning Group (CCG) footprint.

⁸ <https://www.devon.gov.uk/educationandfamilies/archives/8710>

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6. Starting Early

6.1 One message that we have heard time and time again during this review is that transitions planning and work with young people and families is not happening early enough.

6.2 Young people who are expected to need support into adulthood should have support from adult social care services from the age of 14, but in reality we know that for the majority of young people very little transition work is happening until they are aged 17 or even 18. Trying to navigate the new world of adult social care and health services can be baffling for families, and many feel unprepared and unsupported to do this.

6.3 Special schools play a significant role in the lives of children who attend them. For parents, the school is often their main link to other services and families develop long term, trusting relationships with them. Schools such as Pathfields in Barnstaple take a proactive role in transitions for their young people by having early planning conversations with children's and adults social care and try to broker relationships for the future. It is great to hear that special schools are taking on this role supporting many families, and with continued investment in our special schools this can be continued and further developed as we go forward.

6.4 However, we have also heard of some concerning cases in residential education settings where at the end of the summer term, living arrangements for September had still not been secured. We know that consistency and certainty are of the up most importance to families of children with SEND, and whilst we recognise the resource implications of early transition planning and the complexities of finding education or care placements for young people, this lack of clear planning and clarity for families is completely unacceptable.

6.5 Recent and significant investment in new staff in the Preparing for Adulthood (PfA) Team, who play a key role in supporting young people to prepare for their transition, provides some reassurance that these issues are being prioritised and addressed. The PfA Team is focussing its work on four outcome areas; Employment, Independent Living, Good Health and Friendships, Relationships and Community. Following this additional investment, the team is now working more intensively with young people from Year 10 (age 14/15) onwards and have been working with the Local Offer Reference Group to develop toolkits to support families and young people to manage change and aspire to and achieve these outcomes.

6.6 The majority of young people with SEND will not need ongoing support through adult social care or be in receipt of significant ongoing health services. However the transition period can be just as unsettling for these young people and their families, as they learn to move forward with significantly less support in place.

6.7 In mental health services for example, we see fairly smooth transitions in areas such as psychosis where thresholds for services are similar for children and adults, but in other areas such as eating disorders, the thresholds for support are very different upon reaching 18, and so families experience a clear reduction in services.

6.8 Where young people with SEND are not expected to meet thresholds for services into adulthood, it is vital that health and social care services are having conversations with families about their expectations of support in the future as early as possible, and that young people are supported to access support through the third sector where appropriate.

7. Aspiring for independence

Skills and Employment

7.1 For many of us, going to work gives us a sense of purpose, develops our confidence and helps us to see our place in the world, as well as being the main way that we support ourselves financially. We know that people with disabilities can gain all these benefits from working, as well as having a range of skills and experience to offer employers across Devon.

7.2 However we also know that levels of unemployment amongst people with disabilities and long-term health conditions are disproportionately high compared to the general population. There are a number of reasons for this, and the County Council is working with employers and people with disabilities across the county to help more people into work, and support employers to take on staff with disabilities with confidence⁹. A three month multimedia campaign 'Ready Devon' was successful in increasing the number of Disability Confident businesses in Devon and the 'Be Ready' project is continuing to work with businesses to support them to employ staff with disabilities and raise awareness of the government's Access to Work scheme¹⁰.

7.3 Supporting children and young people with SEND to have aspirations about work and independence is a vital part of increasing the number of adults with disabilities into work, and we see the best outcomes where we work with children very early on to embed these ideas and skills. To do this effectively we need all agencies working with families to have conversations around transitions, and particularly about employment and careers (or what will happen once formal education ends). Schools have a significant role in this, and both special schools and mainstream schools should be working to increase aspirations around work and careers for their students with SEND. So much relating to a young person's life as an adult; where they will live, their financial situation, developing their identity and self-esteem, is intrinsically linked to work.

7.4 At the same time we need to be conscious of how unsettling a time reaching adulthood can be for families, and the move from education to work needs to be when the young person is ready to do this, not when they hit a certain age. We also need to make sure that the opportunities exist for young people with SEND to be supported into work in the way that is right for them, whether this is through supported internships, supported employment or apprenticeships.

7.5 Further education colleges are increasingly supporting young people with SEND to think about their future and find employment and the County Council is working with colleges to

⁹ <https://www.readydevon.org.uk/>

¹⁰ <https://www.gov.uk/access-to-work>

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promote supported internships and supported employment. There are now a good range of supported opportunities set up through colleges in Devon, through both national and local employers. As an employer, the County Council is also currently trialling supported apprenticeships.

7.6 The workplace can be an intimidating and challenging environment for people with disabilities who are new to work. Further education colleges and community interest companies are now employing job coaches (usually trained enablers with additional job coach training) who support young people and adults in their place of work, enabling them to overcome some of these barriers. With the support of job coaches many young people are achieving success in their employment.

7.7 We would really like to see an increase in the number of job coaches and supported internships, supported employment and supported apprenticeships across the County, so more young people and adults can benefit from this.

7.8 People with more complex disabilities who may not be able to engage in paid work may take up work experience placements or volunteer roles. As an example, the Budleigh Community Hub has a number of volunteers who use their Personal Independence Payment to support their work experience placements. It is equally as important that we continue to support these opportunities and that all young people and adults with disabilities are able to feel part of and contribute towards their local communities.

Housing

7.9 As with employment, having conversations with young people with SEND and their families about where they might live as adults needs to happen as early as possible. There are a range of different accommodation options with differing levels of support, and it is important that young people are supported to understand these options so that they can make informed choices for their future. Equally important is the need to ensure that Devon has the right range of accommodation options developed to meet this need, supporting people to be as independent as possible.

7.10 Devon's recently adopted joint 'Housing and Accommodation Strategy, Healthy Lives, Vibrant Communities, Housing Choices'¹¹ sets out the strategic intent for people to live in their own homes and to make planned and informed choices about where they live. The strategy sets out the ambition for housing with support settings (including supported living) to be more flexible, able to support people with a wide range of needs, support people to achieve their goals and to be located within communities across Devon.

7.11 The strategy also includes a market position statement which set out potential future requirements in specific locations (Credon, Bideford, Newton Abbot and Tavistock) and provides clear guidance to housing providers about what is needed in the future. Access to technology is an important feature of good quality supporting living, as is accommodation that is affordable and transparent so people can access paid employment. Access to public transport and the community are also important factors in ensuring people have a good quality of life.

¹¹<https://democracy.devon.gov.uk/documents/s30052/Housing%20and%20Accommodation%20Strategy%20Appendix%20A.pdf>

8. Conclusion

8.1 We know that the transition to adulthood for young people with SEND and their families can be very challenging for many reasons, a number of which have been touched upon in this report.

8.2 During this review we have met passionate and skilled practitioners and senior managers who clearly want the best outcomes for young people. They are beginning to work in different ways and develop approaches which are driven by understanding the experience of families and recognising the need for services to be built around the needs of young people as individuals.

8.3 There is also clear recognition that planning for this transition needs to be happening earlier than it currently is for most young people, and we are beginning to see greater investment in this area.

8.4 We are also seeing improved aspirations for children and young people with disabilities and better support for young adults to get into work and live more independently.

8.5 We are making many steps in the right direction, however there is still more work to do if we are to ensure that all our young people with SEND have a successful transition period and are enabled to thrive as adults. We hope that the themes highlighted in this report will support the County Council, the NHS and other partners develop further improvements and ultimately better outcomes for young people with SEND in Devon.

9. Membership

Councillors Rob Hannaford (Joint Chair), Sara Randall Johnson (Joint Chair), Su Aves, Andrew Saywell and Margaret Squires

10. Contact

For all enquiries about this report or its contents please contact:
Vicky Church (Scrutiny Officer) victoria.church@devon.gov.uk 01392 383691

11. Sources of Evidence

Witnesses

The Task Group heard testimony from a number of stakeholders and witnesses and would like to express sincere thanks to the following people for their contribution and the information shared.

Dawn Stabb	Head of Education and Learning, DCC
Julia Foster	SEND Senior Manager, DCC
Andrea Morris	Senior Manager (Countywide Services), DCC

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Vivienne Broadhurst	Head of Adult Care (Professional Practice, Safeguarding and Disability Development), DCC
Stella Doble	Disability Project Lead, DCC
Sara Cretney	Head of Organisational Change, DCC
Martin Barnard	Organisational Change, DCC
Sharon Matson	Head of Commissioning for Women and Children, NHS Devon CCG
Siobhan Grady	Senior Commissioning Manager for Children, NHS Devon CCG
Jasmine Heslop	Paediatric and Transition Nurse, RD&E
Beverley Leach	Clinical Lead for Disability Support, Children & Family Health Devon
Nikki Churchley	Head of Specialised Mental Health Commissioning, NHS England
Jonathan Mitchell	Team Manager, Disabled Children's Service, DCC
Cherie White	Head Teacher, Pathfield School
Joan Davey	Team Manager, Adult Social Care, DCC
Sam Eagles	Community Care Worker, Support and Advice Team, DCC
Amanda Graham	North Area Education Commissioning Officer, 0-25 Team, DCC
Sue Hollingworth	Team Manager, Adult Social Care, DCC
Alix Hoye	Team Manager, Adult Social Care, DCC
Alice Lake	Social Worker, Children's Social Care, DCC
Louise Rayment	Commissioning Officer, Adult Social Care
Liz Wood	Disability Lead, Preparing for Adulthood Team, DCC
Helen Woolway	Social Worker, Children's Social Care, DCC
Gary Patch	Assistant Director (Disability Lead), DCC
Derek O'Toole	Mental Health Commissioning, NHS Devon CCG
Julia Bonnell	Co-Chair of the Parent Carer Forum Devon
Victoria Mitchell	Co-Chair of the Parent Carer Forum Devon
Jo Olsson	Chief Officer for Children's Services, DCC
Keri Storey	Head of Adult Care Operations and Health
Khristine Norton	Employment and Skills Manager
Rebecca Hudson <i>(written contribution)</i>	Senior Commissioning Manager (Disabilities), DCC

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PANDEMIC FUNDING UPDATE

REPORT OF THE COUNTY TREASURER

1. Recommendations

That Cabinet:

- 1.1. Notes the current levels of confirmed central government funding to respond to the COVID-19 pandemic and the current levels of financial commitment against this funding.

2. Background

- 2.1. In response to the COVID-19 outbreak, the government has been making a series of ongoing policy announcements, initially at Budget 2020, and then throughout March, April, May and June. This has meant local authorities have had to respond quickly to new announcements and understand their financial implications.
- 2.2. Central government has put in place a number of grant funding streams to help support Local Authorities. For the County Council the most significant of which is its share of the two main tranches of £1.6 billions that are known as the Local Authority Support Grant. This paper only considers the issues associated with this funding stream but for information the following table summarises the grants awarded to date.

Grant	Value £000
Local Authority Support Grant	£36,712
Adoption Support Grant	£213
Bus Services Support Grant	£986
Infection Control Grant	£10,519
Emergency Active Travel Fund	£338
Test and Trace Local Action Plan	£2,619

- 2.3. The government has also confirmed that part of the £1.3 billions of funding made available to the NHS is intended to support costs incurred by local authorities in the support of hospital discharge, and out of hospital activity. This has been made available on a claim basis via local Clinical Commissioning Groups (CCGs), so no direct allocation value for Devon can be confirmed.
- 2.4. There is increasing national focus on the application of funding and the anticipated impact of the pandemic on Local government finances. In particular returns are being requested by the Ministry of Housing, Communities and Local Government. The first round of returns resulted in some mixed outcomes in terms of data quality and assumptions being made, particularly in terms of impact timeframes. For the second and third rounds of submissions some efforts to improve consistency and comparability were made with clearer communication of required assumptions but with some additional focus on the reserves that Councils could release to support the Covid 19 response.

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3. Incident Management

- 3.1. A local Pandemic Incident Management Team (PIMT) was established in mid-March. The group's role was to provide tactical oversight to Service led Covid-19 responses.
- 3.2. Soon after PIMT was established, leadership group agreed to implement an emergency Pandemic Funding Protocol (PFP) with delegated authority to incur expenditure during the emergency. The aim of the protocol was to ensure swift financial decision making for the duration of the pandemic emergency, utilising PIMT and individual Service Incident Management Teams (SIMT) and other Groups that reported to PIMT.
- 3.3. The PFP process introduced the following financial delegations. This was applicable to both one off and ongoing initiatives, and to for both revenue and capital expenditure. In order to minimise the potential financial exposure to the organisation, and to recognise the transition from Response to Recovery, these levels were reconsidered by Leadership Group on 21 May 2020 and agreed as follows:

Decision making group	Original 'Response' approval value	Revised 'Recovery' approval value
De-minimis – Local decision recorded via Forms	Under £20,000	Under £20,000
Service Incident Management Team	Up to £1 million	Up to £100,000
Pandemic Incident Management Team	Up to £3 million	Up to £300,000
Leadership Group (LG8)	Up to £5 million	Up to £1 million
Chief Exec, Leader of the Council, Resources and Portfolio holder	Over £5 million	Over £1 million

4. Current Commitments

- 4.1. As part of the financial commitment monitoring process, PIMT received weekly updates that detailed both the agreed interventions and also any pipeline proposals which were under development where PFPs were pending. These updates then featured within PIMTs weekly reporting to Leadership Group.
- 4.2. These updates have primarily focused on the commitments made to date via the Pandemic Funding Protocol (PFP) process. The current value of these initial commitments is £45.3millions. Due to local dynamics within service areas the commencement date, timeframes and scope will vary for each intervention. The value of the commitments is constantly evolving as additional interventions are confirmed, and previous estimates refined.
- 4.3. The current commitments range from one-off support or set up costs, time limited interventions, ongoing commitments to support particular service sectors, lost income and the impact of estimated budget savings plans, which are now unlikely to be achieved. Some of the interventions will have started in March 2020 and therefore cross financial years and expire at different points over the coming months, while others will make an impact throughout the 2020/21 financial year.

4.4. It is anticipated that many of these interventions are likely to continue beyond their current approved timeframe in some form, as response moves into recovery and the impact of standing down measures is further assessed. It is anticipated that further PFPs will be received which seek some form of extension to the current arrangements which will lead to increased expenditure. Work is under way within Service areas and SIMT's which consider these forecasts.

4.5. The following table summarises the value of expected interventions by service area.

	£000
Adult Care & Health	23,618
Children's Services	6,353
Communities, Public Health, Economy & Prosperity	1,437
Corporate Services	3,864
Highways, Infrastructure & Waste	3,753
Authority Wide/Cross Cutting	6,270
Total	45,295

4.6. As noted above this sum is evolving over time and the actual spend and lost income is being closely monitored and will be reported to Cabinet as part of the normal Budget Monitoring governance procedures.

5. Council Tax and Business Rates

5.1. Assessing the impact the Pandemic is having on Council Tax collection and the tax base is very difficult this early in the year. Estimates provided on the Government's returns indicate losses of up to 13%. It is however, unclear if these losses will be permanent or just a matter of cashflow with payments being made later in the year or even next year. There is an added complication relating to increased Universal Credit claimants and the impact this may have on the Tax Base for next year along with the impact of the furlough scheme ending later in the year and the ongoing economic situation.

5.2. Due to the level of Business Rates Relief the Government has introduced, the risk to lost Business Rates is much lower and estimates from the Districts are around £1 million.

6. Transition from response to recovery and the PFP process

6.1. As detailed above the interventions agreed to date exceed the confirmed level of funding received. Extending some of the key intervention would cause further significant financial pressures to the Authority, as would any new cost associated with work to support recovery.

7. Conclusion

7.1. Indications are that there may be further Pandemic funding for Local Government but it seems unlikely it will cover the full cost. Current approved and pipeline response plans already exceed the main grant of £36.7 millions by £8.5 millions, and this is without taking account of the significant loss in Council Tax our Districts are projecting. It is imperative that as we transition from Response to Recovery, that we do so in a measured and affordable way.

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Mary Davis

Electoral Divisions: All

Local Government Act 2003

Contact for Enquiries:

- Mary Davis Tel No: 01392 383310

Background Paper: Government Grant notifications

Date 26th June 2020

Executive Member: Councillor Stuart Barker

COVID-19: LOCAL OUTBREAK MANAGEMENT PLAN

Report of the Chief Officer for Communities, Public Health, Environment and Prosperity

Please note that the following recommendations are subject to consideration and determination by the Cabinet (and confirmation under the provisions of the Council's Constitution) before taking effect.

Recommendation: Cabinet are requested to note the Local Outbreak Management Plan and the associated (non-statutory) governance arrangements.

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### 1. Background

- 1.1. On 22<sup>nd</sup> May 2020 the Government announced new arrangements for local authorities to take a lead role in the management of COVID-19 as lockdown was released.
- 1.2. Each Upper Tier Local Authority (County Councils and Unitary Authorities) will publish a Local Outbreak Management Plan by 30<sup>th</sup> June 2020.

### 2. Introduction

- 2.1. Upper tier Local Authorities (County Councils and Unitary Authorities) will establish COVID-19 Health Protection Boards. These are multi-agency strategic partnerships, non-statutory, working to detect, manage and contain outbreaks of COVID-19, working under the existing statutory duties of the Director of Public Health. The COVID-19 Health Protection Board will be chaired by the Director of Public Health and its role will be:
  - a. Overseeing the Local Outbreak Management Plan and resource deployment via tactical and operational management.
  - b. Data and intelligence (with Joint Biosecurity Centre).
  - c. Leading the local Public Health response with PHE (and NHS Test and Trace).
  - d. Assurance and reporting to other groups as required.
- 2.2. Upper tier Local Authorities (County Councils and Unitary Authorities) will also establish Local Outbreak Engagement Boards which are also non-statutory, and designed to provide:
  - a. Political oversight of the local delivery of the Local Outbreak Management Plan and the local response.
  - b. Communicating and engaging with residents and communities.
- 2.3. The Local Outbreak Engagement Board will be known as 'Team Devon' and will be chaired by the Council Leader Councillor John Hart.
- 2.4. Local Outbreak Management Plans are dynamic and will be updated according to local need and any change in national requirements.

# Agenda Item 16

## **3. Recommendations**

- 3.1 Cabinet is asked to note the Local Outbreak Management Plan and the associated governance arrangements, and that these will be developed further as required.

## **4. Financial considerations**

- 4.1 The Government has allocated £300 million to Upper Tier Local Authorities in the form of a ring-fenced Local Authority Test and Trace grant to support the additional public health capacity to develop and implement plans. Devon County Council's allocation is £2,618,508.

## **5. Legal considerations**

- 5.1 The governance arrangements and terms of reference for the new COVID-19 Health Protection Board and the 'Team Devon' Local Outbreak Engagement Board have been prepared by the legal team.

## **6. Environmental impact considerations**

- 6.1 No direct impacts of the governance arrangements on the environment although there are environmental considerations to the management of the pandemic (including tourism, transport and travel) which will be important for both Boards to consider.

## **7. Equality considerations**

- 7.1 There has been increasing evidence of the differential impact of the COVID-19 pandemic on certain populations including older people, people from a black and minority ethnic background, and those with learning disability. The emergence of a greater inequality gap in vulnerable groups is of concern as we move into Recovery.

## **8. Risk assessment considerations**

- 8.1 The development of the new arrangements has involved the County Council's lead manager on risk management, and this is an area that will continue to develop. As these are strategic partnerships, risks will also be held by individual organisations.

**Dr Virginia Pearson**  
**CHIEF OFFICER FOR COMMUNITIES, PUBLIC HEALTH, ENVIRONMENT AND PROSPERITY/DIRECTOR OF PUBLIC HEALTH**  
**DEVON COUNTY COUNCIL**

**Electoral Divisions:** All

Cabinet Member for Community, Public Health and Transportation and Environmental Services: Councillor Roger Croad  
Council Leader: Councillor John Hart

## **Background publications**

Devon COVID-19 Local Outbreak Management Plan

## COVID-19 Local Outbreak Management Plan

### 1.0 Introduction

- 1.1 All upper tier Local Authorities have been instructed to produce a Local Outbreak Management Plan (LOMP) by the end of June 2020. Local Authorities have a significant role to play in the identification and management of COVID-19 outbreaks. Directors of Public Health have a crucial leadership role to play ensuring that through the LOMP they have the plans in place and have the necessary capacity and capability to quickly deploy resources to the most critical areas to respond to COVID-19 outbreaks and help prevent the spread of the virus.
- 1.2 The aim of the LOMP is to provide a clear plan on how local government works with the new NHS Test and Trace Service to ensure a whole system approach to contain and manage local COVID-19 outbreaks. This is a dynamic plan and will be updated as new national guidance is published or legislation changes.
- 1.3 Containing local outbreaks, while led by the local Director of Public Health, needs to be a co-ordinated effort working with Public Health England local health protection teams, the NHS, Social Care, District Councils, Education, Police, the private sector, employers and the community and voluntary sector. Members of the general public also have a vital role in reducing spread of the virus and preventing outbreaks, both in terms of following national guidance and advice including adherence to the social distancing guidelines and following good hand/respiratory hygiene practices, and if symptomatic having a test but also self-isolating should they be instructed to do so.

### 2.0 Core Working Principles

- 2.1 While it is necessary to have a degree of local flexibility it has been agreed that both in the development of the LOMP and the proactive and reactive response to a COVID-19 outbreak it is also important to have a degree of consistency. The South West Regional Directors of Public Health have agreed to adhere to the following key working principles:
1. We will work together as a public health system, building on and utilising the existing close working relationships we have between the local authority public health teams and PHE. We will endeavour to ensure we make best use of the capacity and capability of the regional public health workforce.
  2. While recognising local sovereignty we will commit to ensuring a common language to describe the local governance arrangements:
    - a. **COVID-19 Health Protection Board**
    - b. **Local Outbreak Management Plans**
    - c. **Local Outbreak Engagement Board**
  3. We will ensure that we all work to an agreed common set of quality standards and approaches in the management of local outbreaks, utilising

and building upon already agreed approaches such as those defined within the Core Health Protection Functions MoU.

4. We will adopt a continuous learning approach to the planning and response to COVID-19 outbreaks, sharing and learning from one another to ensure we provide the most effective response we can.
5. We will ensure that there is an integrated data and surveillance system established, which alongside a robust evidence-base will enable us to respond effectively to outbreaks. Proposal that a COVID-19 Regional Data and Intelligence Framework is developed which will enable DsPH to have access to the necessary information to lead the COVID-19 Health Protection Board.
6. We will commit to openness and transparency, communicating the most up to date science, evidence and data to colleagues, wider partners and the public.
7. We will ensure that within our planning and response to COVID-19 we will plan and take the necessary actions to mitigate and reduce the impact of COVID-19 on those most vulnerable, including BAME communities.
8. We recognise that DsPH have a system leadership role in chairing the COVID-19 Local Health Protection Board. We commit to actively engaging with key partners, including all levels of government (Upper, lower tier local authorities, towns and parishes and wider partners and communities), key stakeholders including the community and voluntary section to ensure a whole system approach.
9. We accept that we are currently working in a fast-changing, complex environment. DsPH are having to respond dynamically to changing evidence, national guidance, demands and expectations. We will commit to be actioned focused and commit to working to public health first principles.
10. We will ensure that our LOMP includes a strong focus on prevention and early intervention to ensure key settings (e.g. care homes and schools) and high-risk locations and communities identify and prioritise preventative measures to reduce the risk of outbreaks.

### **3.0 Governance**

3.1 Working in partnership is crucial to help prevent the spread of the virus and swiftly respond to local outbreaks. While the response to outbreaks will be led by the local Directors of Public Health success will require a co-ordinated partnership response. This will involve numerous agencies, some of whom are mentioned above, working together. Which agencies are involved will depend somewhat as to the outbreak setting, but it is critical that all organisations understand the plan and the role and actions they are expected to take in a response.

3.2 Managing outbreaks in workplaces, specific settings such as schools and care homes and within the community is not new and is a core function of public health and environmental health. It is therefore important that the creation of any new arrangements to manage local COVID-19 outbreaks build on existing plans e.g. Care Homes Resilience Plan and link in with existing structures and arrangements such as the Health Protection Sub-Committee of the Health and



Wellbeing Board and the Local Resilience Forum and area able to fulfil any reporting requirements by other bodies.

- 3.3 The following governance arrangements will support the Local Outbreak Management Plan and are described diagrammatically in appendix 1.

### **Devon and Torbay Covid-19 Health Protection Board**

This Board will be chaired by the Director of Public Health for Devon County Council with the Vice chairs being the Director of Public Health for Torbay Council and DCC Deputy Director of Public Health. This Board is an Executive-level Partnership Board and will have the following key responsibilities:

1. Local Outbreak Management Plan and resource deployment
2. Data and intelligence (with JBC)
3. Leading the local Public Health response with PHE (and NHS Test and Trace)
4. Assurance and reporting to Local Engagement Outbreak Board and the Local Resilience Forum.

#### **Membership will include:**

PHE, Clinical Commissioning Group, Police, Unitary and District Council, (EHO/Housing), Fire and Rescue Service, Public Protection, Social Care, Schools and Colleges, Higher Education, Economy Enterprise and Skills, Business & Tourism, Military Liaison, Prisons, Communities.

\* Plus in advisory capacity: Consultant in Public Health/Public Health Intelligence; Communications Lead; DCC Equalities Officer.

### **Team Devon (Local Outbreak Engagement Board)**

This Board will be chaired by the Leader of Devon County Council and will have the following key responsibilities:

1. Political oversight of the local delivery of plan and response
2. Communicating and engaging with residents and communities

#### **Membership will include:**

Health and Wellbeing Board Chair, CCG Chair, District Council Leader, Portfolio Holders, Police, Higher Education, Devon Association of Local Councils (Towns and Parish Councils), Voluntary and Community Sector/Equality and Diversity; working on a 'hub and spoke' basis with Communities.

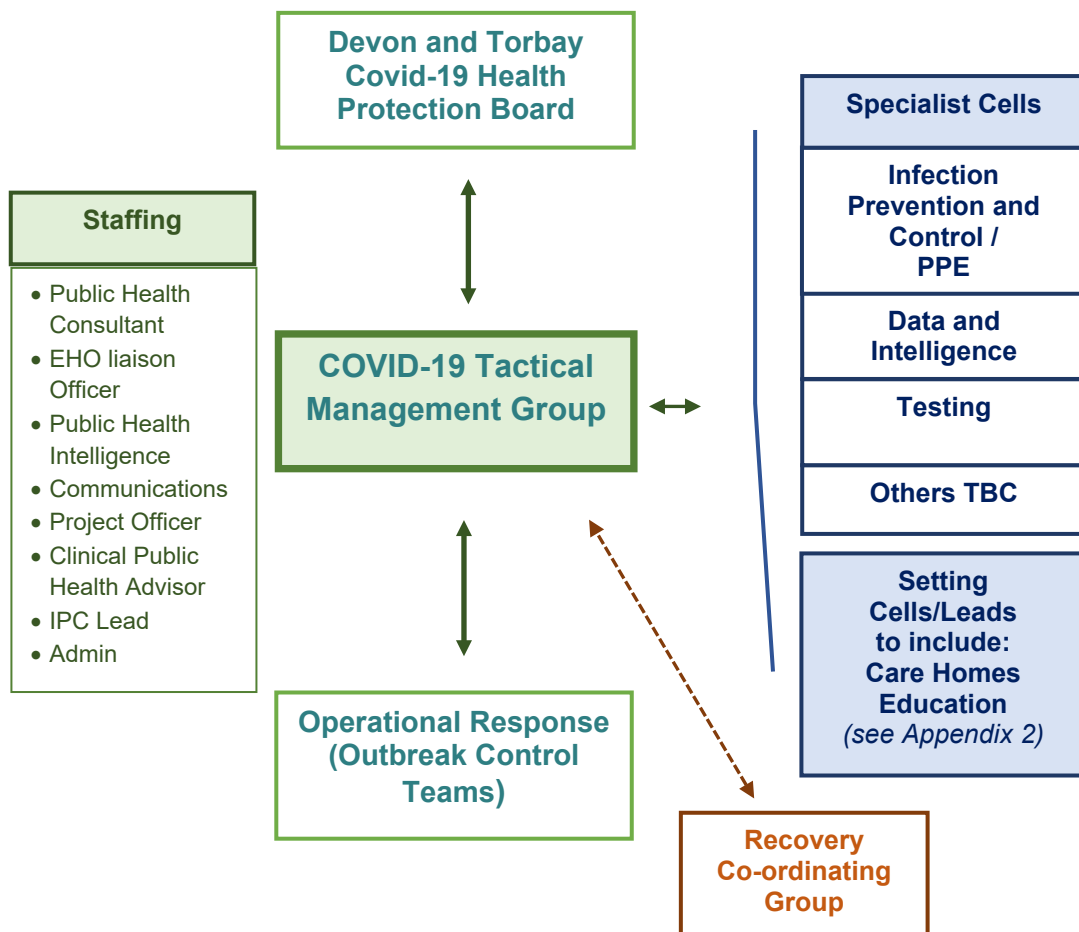
\* Plus in advisory capacity: DPH and Communication Lead.

- 3.4 The COVID-19 Tactical Management Group (TMG) will receive notifications of suspected or confirmed cases of COVID-19 cases from Public Health England. The role of the group is to carry out a dynamic risk assessment and link with the appropriate setting lead to ensure they are aware of the notification. In collaboration with the setting lead agreement will be reached on the most appropriate person(s) to lead the local response. The locally designated lead, working with the Local Health Protection Team (PHE) and key local partners (see Appendix 2) will follow the agreed Standard Operating Procedures protocols to take the necessary actions to contain the outbreak. This could include the setting up of an Outbreak Control Team. If an incident or suspected

case is raised directly with a Setting Lead this intelligence will be passed onto the Tactical Management Group who will liaise with the Local Health Protection Team to triangulate data and intelligence. Good local relationships often mean service leads/mangers are notified informally before a formal notification is made.

- 3.5 The staffing of COVID-19 Tactical Management Group will vary depending on the number of incidents and while it is expected that additional capacity and capability will be brought into the group as necessary, depending on the scale and complexity of outbreaks, there will be a core group of staff identified to ensure the group can function effectively during the Pandemic.

### COVID-19 Tactical Management Group



### 4.0 Data Integration

4.1 The need for local, timely, high quality data and surveillance is a critical factor in helping the COVID-19 Health Protection Board make the informed decisions. Boards across the South West will work to an agreed dataset which enables transparency and consistency for data analysis, interpretation and comparison purposes. The Department of Health and Social Care National Testing Programme, NHS Digital and NHSX are developing an interactive data dashboard which will be available for local use. This data dashboard, alongside the data produced by the Joint Biosecurity Centre will provide local Health Protection Boards with national data and intelligence.

4.2 To complement the national data dashboard local data and intelligence, gathered from partners and through local Incident Managements Teams and

Outbreak Control Teams will be vital to ensure an effective tactical response to local outbreaks. Timely data and surveillance information will provide the COVID-19 Health Protection Board with the necessary information to help prevent and control the transmission of COVID-19. Team Devon (LOEB) will also have a key role in communicating data and intelligence with the public, primarily to strengthen the link between evidence and decision making, promoting openness and transparency, as part of the Smarter Devon Smarter Decision-making work (reference working principle 6).

- 4.3 The establishment of a local COVID-19 data and intelligence group with clear agreement of local data flows, pathways and information sharing protocols is a key priority.

## **5.0 Prevention and Response Plans for Places and Communities**

- 5.1 While it is important that the plan can be used to respond to all local COVID-19 outbreaks we know from the data and intelligence that there are settings which are more likely to have outbreaks or may be more challenging to manage an outbreak due to the nature of the setting or vulnerability of the cohort concerned. It is therefore prudent to have specific plans in place with pre-agreed actions to respond to outbreaks in these higher risk settings. Standard Operating Procedures (SOPs) will be created to enable a co-ordinated and timely system response to help contain outbreaks. An overview of COVID-19 higher risk setting, including the role of key agencies is included in Appendix 2.
- 5.2 In addition to settings which maybe at higher risk of COVID-19 outbreaks we know that there are some people and communities who are also at higher risk. These include for example BAME communities, refugees and asylum seekers, people with learning disability and autism, older people and people with underlying health conditions. It is important the Local Outbreak Health Protection Board ensures that the health needs of those most vulnerable people and communities are addressed. The overview in Appendix 2 also includes detail of the relevant Board member lead for these areas.
- 5.3 As part of the national containment framework 'Action Cards' have been developed for individual settings such as workplaces or institutional settings. The Action Cards provide details of how and who they should contact in the event they suspect they have a COVID-19 outbreak in their setting. The Action Cards also provide clear guidance on how individual settings can help prevent the spread of COVID-19 by applying existing guidance on social distancing, adhering to the risk assessed safe working advice, cleaning hands regularly, disinfecting objects, surfaces and common touch points, cohorting the workforce and minimising contacts outside of the household.
- 5.4 The Action Cards will be web-based ([weblink to be added](#)) and will be produced, updated and promoted nationally and locally for individuals, businesses and organisations to download and use.
- 5.5 In addition to providing guidance and advice to key settings and general public, both through national and local messaging there is a need for evidence-based preventative measures to be targeted at high risk settings. Training and advice has been, and will continue to be provided by the NHS Community Infection Prevention and Control Team to those who work in higher risk settings and those working with or caring for the most vulnerable people. High quality and timely Infection Prevention Control (IPC) advice is critical to help prevent and contain the spread of COVID-19.

## 6.0 Protecting and supporting vulnerable people

We know from the number of local people identified within the 'shielding' category as a response to COVID-19 that there are many people and families who need support during this Pandemic. We know that some people and families who are instructed to self-isolate either as a result of having symptoms or being identified as a close contact of a confirmed case will find this difficult and may require additional support in order to self-isolate. The local authority working with key partners and the voluntary and community sector will ensure that people are guided to help and support.

## 7.0 Testing and contact tracing

- 7.1 The NHS Test and Trace Service has been set up with three primary goals:
1. To ensure that anyone who develops symptoms of coronavirus can quickly be tested to find out if they have the virus.
  2. Provide a targeted asymptomatic testing programme for NHS and social care staff and care home residents.
  3. Help trace close recent contacts of anyone who has tested positive for coronavirus.
- 7.2 The NHS Test and Trace Service (as shown in figure 1) includes four key elements, Test, Trace, Contain and Engage.

### Testing

Anyone in England who has symptoms of coronavirus (i.e. a high temperature, a new, continuous cough, or a loss or change to sense of smell or taste), whatever their age can access a test by going to the NHS website (<https://www.nhs.uk/ask-for-a-coronavirus-test>) or by calling 119. People will either be able to book an appointment at a drive-through or walk-through test site or ask for a home test kit.

There is a different testing route for essential workers who have symptoms of coronavirus or for someone who has symptoms and lives with an essential worker. Essential workers include, for example NHS and social care staff, police, transport workers, education and care workers, etc. Test are accessed by the individual via the GOV.UK (<https://www.gov.uk/apply-coronavirus-test-essential-workers>) or they can be referred by their employer. In addition to these two routes there is a specific national testing route for care homes residents and staff (Whole Care Home Testing) and NHS Trusts can test patients and utilise local capacity to test staff.

### Trace

When someone tests positive for coronavirus the NHS Test and Trace Service will trace contacts of the positive case. A 'contact' means a person who has been in close contact with someone who has tested positive for coronavirus and who may or may not live with them. The key timeframe is 48 hours before they developed symptoms and the time since they have developed symptoms.

Close contact means:

- having face-to-face contact with someone (less than 1 metre away)
- spending more than 15 minutes within 2 metres of someone
- travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane

- if you work in – or have recently visited – a setting with other people (for example, a GP surgery, a school or a workplace)

The NHS Test and Trace Service will assess and if it is necessary inform the close contact that they must self-isolate at home to help stop the spread of the virus. There are three tiers to the contact tracing operating model with each Tier being bridged by a Team Leader function to ensure information flows and cases are escalated and de-escalated accordingly:

**Tier 3:** There are approximately 15,000 national call handlers who are trained to make initial contact and provide advice to those testing positive and their contacts.

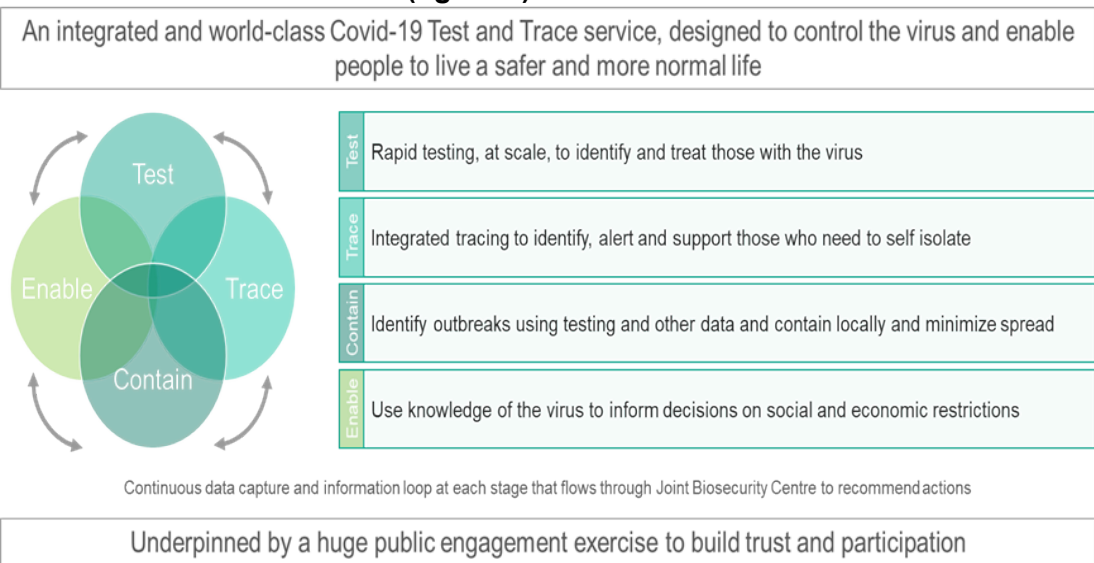
**Tier 2:** There are approximately 3,000 health care professionals employed nationally who are trained to interview cases and identify contacts.

**Tier 1:** Where Tier 3 and Tier 2 identify a degree of complexity and a ‘context’ for concern (e.g. a school, health setting, care home or workplace) they will escalate to Tier 1. At Tier 1 the Local Health Protection Teams (PHE) will work with local partners, including the local authority public health team, to follow up cases and agree actions to contain the outbreak.

7.3 The expectation is that vast majority of people requesting tests and/or being contacted by the NHS Test and Trace Service will not require any local involvement and will be supported through Tier 2 and 3. However, for more complex outbreaks (Tier 1) the knowledge and relationships which local partners have will be invaluable in providing a timely and appropriate response to a local outbreak working in collaboration with PHE. This will include the ability to swiftly mobilise local testing units, to support local intelligence gathering, provide infection control advice and ensure timely communications to the public and their representatives.

7.4 The use of mobile phone technology through the use of the NHS COVID-19 app and a new Google/Apple framework is continuing to be developed. A COVID-19 app will form just one component of the NHS Test and Trace Service and once fully functioning and rolled out, will complement other forms of traditional contact tracing.

### NHS Test and Trace Service (figure 1)



## Contain

Early identification of an outbreaks, which is generally but not always defined as ‘two or more cases connected in time to a specific place’ (not a household), is critical to help contain the spread of infection. For complex outbreaks (Tier 1) a local authority will convene an Incident Management Team (IMT). The team will consist of key representative applicable to the setting. In some circumstances it will be necessary to form an Outbreak Control Team (OCT). The OCT will usually be chaired by a member of the Local PHE Health Protection Team or by a Consultant in Public Health from the Local Authority Public Health Team. The membership of the OCT will vary depending on the setting but includes public health expertise, communication leads and the manager or key staff from the outbreak setting. The key aim of the OCT is to contain the outbreak and minimise any risks.

## Engage

The gathering of data and intelligence (covered in section 4) and national and international research is critical to inform national policy and local action. The plan will be updated to ensure that as and when new research and policy is produced the plan will be updated accordingly.

## 8.0 Communication and Engagement

- 8.1 Providing up-to-date guidance, information and advice to the general public and key stakeholders is a key element of the plan. While much of the guidance and messaging is currently derived from central government and PHE the interpretation and the localisation of the key messaging has often been required. There are existing communication protocols and material in place between PHE and Local Authorities to ensure clarity and consistency of messages in response to an outbreak such as letters to parents following a confirmed case in a school.
- 8.2 Ensuring there is consistency in messaging from key local organisations is vital to avoid confusion and to build trust and confidence. There are established close working arrangements with key partners in agreeing and communicating proactive, timely COVID-19 messages within the Local Resilience Forum Warning and Informing Group and under the Team Devon communication channels and connections. DCC has a number of existing communication channels it is using to deliver COVID-19 messages both internally and externally including the ConnectMe e-newsletter, regular messages from the Chief Executive, social media content, a Team Devon newspaper and dedicated webpages. Engaging and involving stakeholders and key individuals in the development and delivery of messages will continue to be a crucial part of the plan. A communication lead will sit on the Local Outbreak Health Protection Board and Local Outbreak Engagement Board to support them in an advisory capacity.
- 8.3 A communications and engagement strategy will be developed as part of this plan to build trust and confidence within the general public and partners.

**9.0 Resources**

- 9.1 The Local Outbreak Management Plan requires the necessary resources, both financial and staffing resources. Nationally £300million has been allocated for local authorities to support the additional public health capacity required to develop and implement the plans to mitigate against and manage local COVID-19 outbreaks. Devon County Council’s share of the Local Authority Test and Trace Service Support Grant Determination is £2,618,508.
  
- 9.2 While the response to a local outbreak needs to be led by public health, the skills and expertise within the local system are required to effectively manage outbreaks, working as a ‘system within the local system’. Public health within the local authority and Public Health England do not have the capacity, skills or expertise alone and so resources and input from key organisations and professional groups such as Environmental Health Officers, Infection Prevention Control specialists, Health and Social Care, NHS, Communications Officers, data and intelligence analysts and Health and Safety Officers will be needed, amongst others.
  
- 9.3 The precise additional resource required locally will be dependent upon the number and complexity of COVID-19 outbreaks. There will be a need to increase wider public health capacity to support testing, contact tracing and to provide advice and guidance.
  
- 9.4 There will also be additional resources required to support vulnerable people who are instructed to self-isolate. If the local system requires surge capacity to effectively respond to outbreaks this request will be routed through the Local Resilience Forum.

Sign: .....

Sign:.....

Chief Executive: .....

Director of Public Health:.....

Date: .....

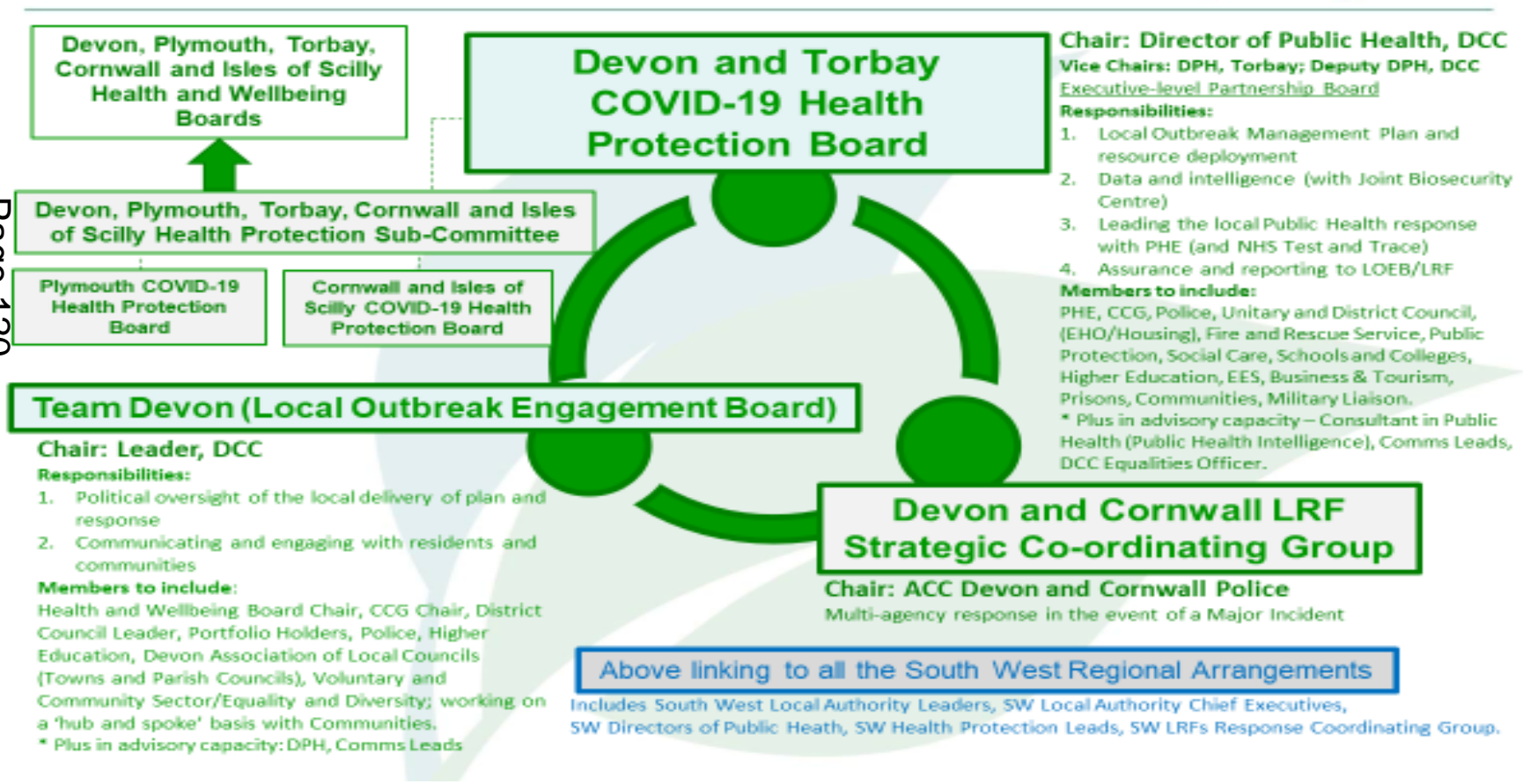
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# Governance Arrangements



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**Chair: Director of Public Health, DCC**  
**Vice Chairs: DPH, Torbay; Deputy DPH, DCC**  
Executive-level Partnership Board  
**Responsibilities:**

1. Local Outbreak Management Plan and resource deployment
2. Data and intelligence (with Joint Biosecurity Centre)
3. Leading the local Public Health response with PHE (and NHS Test and Trace)
4. Assurance and reporting to LOEB/LRF

**Members to include:**  
 PHE, CCG, Police, Unitary and District Council, (EHO/Housing), Fire and Rescue Service, Public Protection, Social Care, Schools and Colleges, Higher Education, EES, Business & Tourism, Prisons, Communities, Military Liaison.  
 \* Plus in advisory capacity – Consultant in Public Health (Public Health Intelligence), Comms Leads, DCC Equalities Officer.

**Chair: Leader, DCC**  
**Responsibilities:**

1. Political oversight of the local delivery of plan and response
2. Communicating and engaging with residents and communities

**Members to include:**  
 Health and Wellbeing Board Chair, CCG Chair, District Council Leader, Portfolio Holders, Police, Higher Education, Devon Association of Local Councils (Towns and Parish Councils), Voluntary and Community Sector/Equality and Diversity; working on a 'hub and spoke' basis with Communities.  
 \* Plus in advisory capacity: DPH, Comms Leads

**Chair: ACC Devon and Cornwall Police**  
 Multi-agency response in the event of a Major Incident

**Above linking to all the South West Regional Arrangements**  
 Includes South West Local Authority Leaders, SW Local Authority Chief Executives, SW Directors of Public Health, SW Health Protection Leads, SW LRFs Response Coordinating Group.



## APPENDIX 2

### Overview of organisational involvement and role in the prevention and management of outbreaks by setting

| Category                | Setting            | Health Protection Board Lead            | Key agencies involved and role                                                 |                                                                                                                  |                                                                                                    |                                                                              |
|-------------------------|--------------------|-----------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
|                         |                    |                                         | PHE                                                                            | LA                                                                                                               | NHS                                                                                                | Other                                                                        |
| Health and Care Setting | Hospital           | CCG AO                                  | <b>LHPT</b><br><i>(Advice / Guidance)</i>                                      | <b>DPH</b><br><i>(notified)</i>                                                                                  | <b>Implement Hospital Outbreak Plan</b>                                                            |                                                                              |
|                         | Mental Health      | CCG AO                                  | <b>LHPT</b><br><i>(Advice / Guidance)</i>                                      | <b>DPH</b><br><i>(notified)</i>                                                                                  | <b>System mental health lead</b><br><br><b>Implement Hospital Outbreak Plan</b>                    |                                                                              |
|                         | Primary care       | CCG AO                                  | <b>LHPT</b><br><i>(Advice / Guidance)</i>                                      | <b>DPH</b><br><i>(notified)</i>                                                                                  | <b>Primary Care lead</b>                                                                           |                                                                              |
|                         | Community Services | CCG AO                                  | <b>LHPT</b><br><i>(Advice / Guidance)</i>                                      | <b>DPH</b><br><i>(notified)</i>                                                                                  | <b>ASC MDT lead</b><br><b>CCG</b><br><b>Community Infection Control Team</b><br><i>If required</i> |                                                                              |
|                         | Care Homes         | DASS x2                                 | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>ASC/QAIT</b><br><i>(notification, support, advice, comm's)</i><br><br><b>PH Lead</b><br><i>(support LHPT)</i> | <b>CCG</b><br><b>Community Infection Control Team</b><br><i>If required</i>                        | <b>PPE Cell</b><br><i>(if emergency supplies required)</i>                   |
|                         | Domiciliary Care   | DASS x2                                 | <b>LHPT</b><br><i>(Advice / Guidance)</i>                                      | <b>ASC/QAIT</b>                                                                                                  | <b>CCG</b><br><b>Community Infection Control Team</b><br><i>If required</i>                        |                                                                              |
| Educational Setting     | Preschool          | Deputy Chief Officer/<br>Education Lead | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>Education</b><br><i>(notification, support)</i><br><br><b>PH Lead</b>                                         | <b>CCG</b><br><b>Community Infection Control Team</b><br><i>If required</i>                        | <b>DCC Health &amp; Safety Team</b><br><i>(Risk Assessment &amp; Advice)</i> |

|                               |                                                                                     |                                               |                                                                               |                                                                                                              |                                                                                                              |                                                                                                         |
|-------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
|                               |                                                                                     |                                               |                                                                               | (notification, Advice, support<br>LHPT)<br><b>LA Comm's team</b>                                             |                                                                                                              |                                                                                                         |
|                               | Schools                                                                             | Deputy Chief<br>Officer/<br>Education<br>Lead | <b>LHPT</b><br>(Test notification, risk<br>assessment, IPC advice,<br>comm's) | <b>Education</b><br>(notification, support)<br><br><b>PH Lead</b><br>(notification, Advice, support<br>LHPT) | <b>Mental Health<br/>Support Teams<br/>CCG</b><br><i>Community Infection<br/>Control Team</i><br>If required | <b>School Principal</b><br><br><b>DCC Health &amp;<br/>Safety Team</b><br>(Risk Assessment &<br>Advice) |
|                               | Boarding Schools                                                                    | Deputy Chief<br>Officer/<br>Education<br>Lead | <b>LHPT</b><br>(Test notification, risk<br>assessment, IPC advice,<br>comm's) | <b>Education</b><br>(notification, support)<br><br><b>PH Lead</b><br>(notification, Advice, support<br>LHPT) | <b>CCG</b><br><i>Community Infection<br/>Control Team</i><br>If required                                     | <b>Boarding<br/>School<br/>Principal</b>                                                                |
|                               | Universities and<br>colleges (Including<br>private)                                 | University<br>Lead                            | <b>LHPT</b><br>(Test notification, risk<br>assessment, IPC advice,<br>comm's) | <b>Education</b><br>(notification, support)<br><br><b>PH Lead</b><br>(notification, Advice, support<br>LHPT) | <b>CCG</b><br><i>Community Infection<br/>Control Team</i><br>If required                                     | <b>University Lead</b><br><br><b>District<br/>Council's</b>                                             |
| <b>Workplace<br/>Settings</b> | Institutional<br>e.g.<br>Prisons.                                                   | HMP Cluster<br>Governor                       | <b>LHPT</b><br>(Test notification, risk<br>assessment, IPC advice,<br>comm's) | <b>PH Lead</b><br>(notification, Advice, support<br>LHPT)                                                    | <b>NHSE/I</b>                                                                                                | <b>PHE/MoJ Prison<br/>Lead</b><br><b>PHE led Prison<br/>Outbreak<br/>Control Group</b>                  |
|                               | Public Transport                                                                    | Head of TCS                                   | <b>LHPT</b><br>(Test notification, risk<br>assessment, IPC advice,<br>comm's) | <b>Head of TCS</b><br><br><b>PH Lead</b><br>(notification, Advice, support<br>LHPT)                          | <b>CCG</b><br><i>Community Infection<br/>Control Team</i><br>If required                                     | <b>Network rail and<br/>private travel<br/>providers</b>                                                |
|                               | Industrial sites<br><br>e.g.<br>Manufacturing.<br>Construction.<br>Outdoor working. | Head of EES<br><br>Business Lead              | <b>LHPT</b><br>(Test notification, risk<br>assessment, IPC advice,<br>comm's) | <b>Head of EES</b><br><br><b>PH Lead</b><br>(notification, Advice, support<br>LHPT)                          | <b>CCG</b><br><i>Community Infection<br/>Control Team</i><br>If required                                     | <b>DSEHM and sub-<br/>groups</b><br>(e.g. licensing, food<br>and health and safety)<br><b>HSE</b>       |

|                            |                                                                                                                                  |                               |                                                                                |                                                                                                                   |  |                                                                                                    |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------|
|                            | Commercial<br><i>e.g.</i><br>Offices<br>Contact centres                                                                          | Head of EES<br>Business Lead  | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>Head of EES</b><br><b>PH Lead</b><br><i>(notification, Advice, support LHPT)</i>                               |  | <b>DSEHM and sub-groups</b><br><b>HSE</b>                                                          |
|                            | Consumer<br><i>e.g.</i><br>Food and Drink establishments.<br>Shops.                                                              | Head of EES<br>Business Lead  | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>Head of EES</b><br><b>PH Lead</b><br><i>(notification, Advice, support LHPT)</i>                               |  | <b>DSEHM and sub-groups</b>                                                                        |
|                            | Social<br><i>e.g.</i><br>Caravan/camping sites.<br>Hotels.<br>Holiday lets/ B&B's.<br>Cinemas.<br>Leisure centres.<br>Libraries. | Head of EES<br>Business Lead  | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>Head of ESS</b><br><b>PH Lead</b><br><i>(notification, Advice, support LHPT)</i><br><b>LA Communities Team</b> |  | <b>Libraries unlimited</b><br><br><b>Tourism</b><br><br><b>DSEHM - Licensing District Councils</b> |
| <b>Travel and Movement</b> | Mass Transportation<br><i>e.g.</i><br>Airports.<br>Ferry Ports.<br>Trains                                                        | Port Health                   | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>PH Lead</b><br><i>(notification, Advice, support LHPT)</i>                                                     |  | <b>DSEHM and sub-groups</b><br><br><b>PHE Port Health Group</b>                                    |
|                            | Large gathering (>500 people)<br><i>e.g.</i><br>sports grounds.<br>Theatres.                                                     | EH lead (licensing)<br>Police | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>PH Lead</b><br><i>(notification, Advice, support LHPT)</i><br><br><b>Communications Lead</b>                   |  | <b>DSEHM and licensing sub-group</b><br><br><b>SDP/OPiC</b>                                        |

|                                          |                                                                                                        |                     |                                                                                |                                                                                                 |                                                                             |                                                                                                                                              |
|------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
|                                          | <i>Tourist attractions. will</i>                                                                       |                     |                                                                                |                                                                                                 |                                                                             |                                                                                                                                              |
|                                          | Small gathering (<500 people)<br><br><i>e.g. Cinemas. Parks. Place of worship.</i>                     | EH lead             | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>PH Lead</b><br><i>(notification, Advice, support LHPT)</i><br><br><b>Communications Lead</b> |                                                                             | <b>DSEHM and licensing sub-group</b><br><br><b>SDP/OPIC</b><br><br><b>Diocese (places of worship)</b><br><br><b>District Councils(parks)</b> |
| <b>Vulnerable Individuals and groups</b> | Homelessness<br><br><i>Inc: Hostels</i>                                                                | Housing lead        | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>PH Lead</b><br><i>(notification, Advice, support LHPT)</i>                                   | <b>CCG</b><br><b>Community Infection Control Team</b><br><i>If required</i> | <b>District Councils</b><br><i>(Housing Leads)</i>                                                                                           |
|                                          | Vulnerability & /or complexity including Domestic abuse & substance<br><br><i>Inc: Hostels/refuges</i> | Head of Communities | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>PH Lead</b><br><i>(notification, Advice, support LHPT)</i>                                   |                                                                             | <b>District Councils</b><br><i>(Housing Leads)</i>                                                                                           |
|                                          | Refugees and Asylum seekers                                                                            | Head of Communities | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>PH Lead</b><br><i>(notification, Advice, support LHPT)</i>                                   |                                                                             | <b>District Councils</b><br><i>(Housing Leads)</i>                                                                                           |
|                                          | Gypsy, Traveller and Roma                                                                              | Head of Communities | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>PH Lead</b><br><i>(notification, Advice, support LHPT)</i>                                   |                                                                             |                                                                                                                                              |
|                                          | Disabled people and carers                                                                             | DASS                | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>DASS</b><br><br><b>PH Lead</b><br><i>(notification, Advice, support LHPT)</i>                | <b>ASC/CCG lead</b>                                                         |                                                                                                                                              |

|                                                 |                                          |                                                                                         |                                                                                |                                                               |                           |                                                      |
|-------------------------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------|------------------------------------------------------|
|                                                 | People with LD and autism                | DASS                                                                                    | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>DASS</b><br><i>(Notified)</i>                              | <b>ASC/CCG lead</b>       |                                                      |
|                                                 | Mental Health Service users              | CCG/DASS                                                                                | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>DASS</b><br><i>(Notified)</i>                              | <b>Mental Health Lead</b> |                                                      |
|                                                 | Older People                             | CCG/DASS                                                                                | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>DASS</b><br><i>(Notified)</i>                              | <b>CCG lead</b>           |                                                      |
|                                                 | People with underlying health conditions | CCG                                                                                     | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> |                                                               | <b>CCG lead</b>           |                                                      |
|                                                 | Health and Care Staff                    | CCG/DASS                                                                                | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>DASS</b><br><i>(Notified)</i>                              |                           |                                                      |
| <b>High risk communities and neighbourhoods</b> | BAME Communities                         | Head of Communities                                                                     | <b>LHPT</b><br><i>(Test notification, risk assessment, IPC advice, comm's)</i> | <b>PH Lead</b><br><i>(notification, Advice, support LHPT)</i> |                           | <b>Equality and Diversity leads in organisations</b> |
| <b>Public Protection</b>                        | Business Lead                            | Police (X2)<br>Head Trading Standards<br>(Devon/<br>Somerset/<br>Torbay shared Service) |                                                                                |                                                               |                           |                                                      |
| <b>Military Liaison</b>                         | Planning                                 | Military Lead                                                                           |                                                                                |                                                               |                           |                                                      |

**Key:**

AO: Accountable Officer

ASC: Adult Social Care

CCG Lead: Clinical Commissioning Group

DASS: Director of Adult Social Services  
DPH: Director of Public Health  
DSEHM: Devon Strategic Environmental Health Management Group  
EES: Economy, Enterprise and Skills  
HSE: Health and Safety Executive  
LHPT: Local Health Protection Team (Public Health England)  
LRF: Local Resilience Forum  
MDT: Multi-Disciplinary Team SDP  
NHSE/I: NHS England and NHS Improvement  
OPiC: Operational Incident Cell (LRF)  
PHE: Public Health England  
PH Lead: Local Authority Public Health Team Lead  
SDP: Safer Devon Partnership  
TCS: Transport Coordination Services  
QAIT: Quality Assurance Improvement Team







## DEVON EDUCATION FORUM

17 June 2020

### Present:-

#### Schools Members

##### Primary School Head teachers

Mr C Butler

Mr A Dobson

Mr J Stone

Mr P Walker

Exeter Children's Federation

Denbury

Otter Valley Federation (*Substitute Member*)

Marwood Primary

##### Primary School Governors

Mrs A Blewett

Mr M Dobbins

Ms M Wallis

Mr A Hines

Kings Nympton Primary

Exmouth Marpool Primary

Whimble School (**Chair**)

Rydon Primary (Education SW Trust) (*Academy Member*)

##### Secondary School Head teachers

Mr R Haring

Ms L Heath

Ms A Marder

Mrs J Phelan

Ivybridge CC (*Academy Member*)

Uffculme Academy Trust (*Academy Substitute Member*)

The Ted Wragg Multi Academy Trust (*Academy Member*)

Cullompton CC

##### Secondary School Governors

Mrs J Larcombe

Mrs T Sturtivant

Mr A Walmsley

Uffculme Academy Trust (*Academy Member*)

Tiverton High

The Ted Wragg Multi Academy Trust (*Academy Member*)

##### Nursery School

Mrs S Baker

Westexe

##### Special School HeadTeacher

Ms S Pickering

Millwater School

##### Special School Governor

Mrs F Butler

Marland School

##### Alternative Provision

Mr R Gasson

WAVE Multi Academy Trust (*Academy Member*)

##### Non-Schools Members

Mr M Gurney

Mr J Searson

Mrs L Wright

Mr B Blythe

Teachers Consultative Committee

Exeter Diocesan Board of Education (*Substitute Member*)

Early Years Private, Voluntary & Independent

PETROC

##### Observer

Councillor J McInnes

Ms C Muffett

Cabinet Member – Children's Services and Skills

Education & Skills Funding Agency

##### Other Forum Members

Mrs S Crook

Ms R Shaw

Federation for Tiverton High Schools – *Substitute observing*

South Dartmoor (*Academy Member*) – *Substitute observing*

##### Apologies

Mr M Boxall

Ms J Elson

Ms M Mitchell

First Federation Trust

Exmouth CC (*Academy Member*)

Ted Wragg Multi Academy Trust (*Academy Member*)

# Agenda Item 18a

DEVON EDUCATION FORUM  
17/06/20

## **149 Meeting Procedures - Briefing and Etiquette**

The Forum and attendees received a presentation from the Clerk to the Forum on the process and etiquette for remote meetings.

## **150 Minutes**

### **DECISION:**

That the minutes of the meeting held on 18 March 2020 be signed as a correct record.

## **151 Matters Arising from the Last Meeting and Report back on Issues Raised with Cabinet/f40**

### **DISCUSSION:**

The Cabinet Member - Children, Schools & Skills expressed his thanks to schools for their response to the Coronavirus (COVID-19) pandemic in supporting Devon's pupils as much as possible at this time. He also updated on national f40 issues.

## **152 Membership**

### **DISCUSSION:**

There had been no interim membership changes (see also DEF proportionality autumn term 2020 minute below).

## **153 Head of Education & Learning Update and Coronavirus (COVID-19) - Communications and Advice to Schools**

### **DISCUSSION:**

The Head of Education & Learning reported on the LA's work with schools in response to the Coronavirus (COVID-19) pandemic, together with data indicating:-

- that Devon's school attendance and wider opening during the pandemic to 15 June 2020 was above the national average;
- the level of direct support for SEND pupils who were currently out of school;
- that EHCP timeliness was above the national average;
- future considerations (e.g. school and transport capacity; plans for the summer and national plans for September 2020).

Discussion included:-

- work done by Devon's COVID Education Strategy Group (at pandemic height meeting daily);
- targeted support/EH4MH - for anxiety, mental health and wider needs of young people and families resulting from Coronavirus (COVID-19);
- prioritised support for the most vulnerable pupils;
- role of the Corporate Recovery Group in health & wellbeing and mental health (including for school staff who had worked through school holidays);
- Devon LA website to expand on school opening updates etc for parents;
- the good collaborative working between the LA and schools;
- commitment in Devon to rebalance and ensure that resources were made available for disadvantaged children to catch up;
- planning next stages and local outbreak management plans;
- free school meals/food parcels – challenges in rural areas; and

-SAGE review of COVID-19 bubble size arrangements to potentially increase school capacity.

The Chief Officer for Children’s Services expressed gratitude on behalf of Devon LA to schools for their response to the pandemic, noting that Devon had a significantly higher percentage of vulnerable pupils in school than in the rest of England

**DECISION:** that the Head of Education & Learning request the DfE to review pupil COVID-19 bubble size.

**ACTION:**

Head of Education & Learning (Dawn Stabb)

154

**Finance Update**

**DISCUSSION:**

The Forum considered the report of the Chief Officer for Children’s Services and County Treasurer (DEF/20/04).

*NB: the last two pages of report (DEF/20/04) (pages 15 and 16 of the published agenda) should be discounted as they had been included in error.*

The Forum also noted the respective minutes of the Schools Finance Group (SFG) of 3 June 2020.

The report (DEF/20/04) covered:-

- Dedicated Schools Grant (DSG) and Schools Funding Outturn Report (2019/20);
- Allocation of Carry Forward from 2019/20; and
- Mutual Fund.

Members’ discussion included:-

-£19.8m High Needs Block deficit and the effect of SEN tribunal decisions outside of Local Authorities’ control on this. The Cabinet member confirmed that f40 was continuing to lobby government regarding this and other HNB national issues.

-In considering the proposed HNB deficit reserve carry forward (Section 2 (Table 4 (2.8)) of report (DEF/20/04), members noted this followed current DfE advice pending a recovery plan. Members acknowledged that that DfE Guidance was awaited to form the DSG recovery plan and the current situation was unsatisfactory.

**DECISION:**

(a) that the DSG Draft Outturn position (subject to Statement of Accounts sign off) as set out in section 1 of report (DEF/20/04) be noted.

(b) that the allocation of the carry forwards from 2019/20 as set out in Section 2 (Table 4) of report (DEF/20/04) be noted/approved as indicated below:-

**Table 4: Carry Forward from 2019/20**

| Budget Line                | Amount<br>£’000 | Notes                                                         | DEF Decision* |
|----------------------------|-----------------|---------------------------------------------------------------|---------------|
| Mainstream School balances | 13,492          | Automatically carried forward in Individual School budgets    | 2.2 noted     |
| Growth Fund                | 632             | Rolled forward 2019/20 underspend to fund ongoing growth fund | 2.2 noted     |
| <b>Total Schools</b>       | <b>14,124</b>   |                                                               |               |

# Agenda Item 18a

DEVON EDUCATION FORUM  
17/06/20

|                                          |                 |                                                                                                    |              |
|------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------|--------------|
| Maternity                                | 743             | Rolled forward 2019/20 underspend to fund ongoing maternity cover                                  | 2.3 noted    |
| Schools and DSG Contingency              | 1,403           | Rolled forward to fund contingency agreements in 2020/21 onwards                                   | 2.3 noted    |
| Invest to save projects                  | 96              | Rolled forward for payments linked to projects in 2020/21                                          | 2.3 noted    |
| <b>Total De-delegated</b>                | <b>2,242</b>    |                                                                                                    |              |
| Phase Associations                       | 42              | Rolled forward to fund phase association agreements in 2020/21 onwards                             | 2.3 noted    |
| Other DSG Services                       | (28)            | Rolled forward to be offset by MFEP arrangements in 2020/21                                        | 2.3 noted    |
| <b>Total Central Provision (Schools)</b> | <b>14</b>       |                                                                                                    |              |
| Special School Balances                  | 2,488           | Automatically carried forward as Individual School budgets                                         | 2.4 noted    |
| Hospital Education                       | 151             | Automatically carried forward as Individual School budgets                                         | 2.4 noted    |
| <b>Total High Needs</b>                  | <b>2,639</b>    |                                                                                                    |              |
| Early Years Other Early Years Grants     | 236             | PVI Pupil Premium and Teachers Pay Grant arrangements in 2020/21                                   | 2.5 approved |
| Early Years                              | 191             | Disability Access Fund                                                                             | 2.6 approved |
| Early Years                              | 313             | Rolled forward 2019/20 underspend to review one-off Summer Term financial support                  | 2.7 approved |
| <b>Total Early Years</b>                 | <b>740</b>      |                                                                                                    |              |
| <b>Total Carry forward requested</b>     | <b>19,760</b>   |                                                                                                    |              |
| HNB Deficit Reserve                      | (19,772)        | Deficit Balance of HNB funding pressure to be allocated to Deficit Reserve per Government guidance | 2.8 approved |
| <b>Total High Needs Deficit Reserve</b>  | <b>(19,772)</b> |                                                                                                    |              |

(\*Vote: Schools, Academies and PVI members - Table 4 (2.2-2.7)

(\*Vote: Schools, Academies and PVI members – Table 4 (2.8).

(c) that the year-end Mutual Fund position as set out in Section 3 of report (DEF/20/04) be noted.

## **ACTION:**

County Treasurer (Adrian Fox/Matthew Thorpe)

**155**

## **Dedicated Schools Grant - Month 1 2020/21**

### **DISCUSSION:**

The Forum considered the report of the Chief Officer for Children's Services and County Treasurer (DEF/20/05) regarding Month 1 forecast with a funding shortfall of £23.2m, with focus on High Needs Block area of the budget. Additionally the DfE had provided numerous documents on financial support and expectations for schools in relation to the Coronavirus (COVID-19) pandemic.

Members' discussion included:-

-DfE guidance would be welcomed as soon as possible regarding additional support the DfE had put in place to help schools meet COVID-19 additional costs during March to July 2020 (including the furloughing of contractors e.g. for school meals), as it was understood that this was to be a narrow criteria (paragraph 1.21 of the report);

-concern expressed that whilst the LA was currently working on the recovery plan for the DSG deficit, Guidance for 2020/21 have not yet been received from the DfE, or a deadline for this to be submitted. Whilst the total DSG deficit was projected to be £43m by end 2020/21 this level of deficit was unlikely to be resolved on current levels of funding (paragraph 1.22 of the report);

-in relation to consultancy work for specialist SEND support in mainstream settings to reduce HNB costly intervention from independent providers this had unfortunately had some delay due to the pandemic but was now proceeding again (paragraph 1.25 of the report).

**DECISION:**

that month 1 DSG monitoring position as set out in section 1 of report (DEF/20/05) be noted, subject to members' reservations expressed above.

**ACTION:**

County Treasurer (Adrian Fox/Matthew Thorpe).

156

**Financial Intervention Panel Schools (FIPS) - Annual Report 2019/20**

**DISCUSSION:**

The Forum considered the report of the Chief Officer for Children's Services and County Treasurer (DEF/20/06) giving the annual picture and analysis of the Officer Panel's support to schools in financial difficulty once satisfied the governing body had taken every action possible. There remained uncertainty around the continued challenging fiscal environment and FIPS continued proactively to early identify and engage with schools with vulnerable budgets.

Forum members highlighted the following:-

-inclusion of more school data within future reporting (eg pupil numbers to help identify the type of school requiring targeted support);

-further consideration of the percentage of maintained secondary schools using FIPS service;

-budget modelling;

-further clarification required on whether any school financial pressures resulting from the Coronavirus (COVID-19) pandemic would be considered by FIPS.

**DECISION:**

that report (DEF/20/06) be noted and further details on school types/data be provided to Forum members.

**ACTION:**

County Treasurer (Adrian Fox/Matthew Thorpe)

# Agenda Item 18a

DEVON EDUCATION FORUM  
17/06/20

## 157 Maintained Nursery Schools - Buying into de-delegated services

(Maintained Nursery School representative, Mrs Baker declared an interest in this matter).

### **DISCUSSION:**

The Forum considered the report of the Chief Officer for Children's Services and County Treasurer (DEF/20/07) following an approach by maintained nurseries. However since the publication of this report, further clarity had been received from the Department for Education (ESFA) i.e. that:-

*De-delegation does not apply to nursery schools and therefore there is no vote entitlement. However they are able to buy into any de-delegated services if the LA allows. This will be on a traded basis per each individual nursery, not a blank de-delegation.*

The Officers' recommendation was therefore amended as follows:- that DEF approves that Maintained Nurseries be permitted to buy into de-delegated services as set out by the DfE.

In discussion Forum members recognised that currently maintained nurseries had no other means of obtaining certain services for which there was an immediate need, whereas there was provision for maintained primary and maintained secondary schools, as well as academies (via a different mechanism). However it was also recognised that a two tier approach might be created when compared with maintained primary and secondary schools if maintained nurseries were able to select only specific services and members felt this particular aspect should be explored further. The Forum wished to therefore assist maintained nurseries in the short term whilst they reviewed best practice for all for the longer term.

### **DECISION:**

that Maintained Nursery Schools be permitted to buy into de-delegated services as set out by the DfE for 2020/21, but that the Schools Finance Group review a longer term solution within the next 12 months.

*(Vote: Maintained Primaries);  
(Vote: Maintained Secondaries).*

### **ACTION:**

County Treasurer (Adrian Fox/Matthew Thorpe)

## 158 DEF Proportionality Autumn Term 2020

### **DISCUSSION:**

The Chair and all DEF members had been consulted upon the marginal change to the pupil census data,

### **DECISION:**

that the number of seats on DEF allocated proportionality to reflect pupil numbers would remain the same across phases, apart from the primary phase to be a total of 5 maintained:3 academy members (instead of 6:2), with elections being held accordingly.

**ACTION:**

County Solicitor (Fiona Rutley) and Phase Associations' elections officers.

**159 Standing (and other) Groups**

The Forum received the following minutes of its standing groups:-

(a) Schools' Finance Group (SFG)

Minutes of the meeting held on 3 June 2020 (considered under Finance Update minute above)

(b) School Organisation, Capital and Admissions (SOCA)

(no meeting).

**160 Dates of Future Meetings**

Meetings at 10am (unless otherwise specified – venue to be confirmed, please check webpage for any update)\* :-

Wednesday 18 November 2020

Wednesday 20 January 2021

Wednesday 17 March 2021.

\*<https://democracy.devon.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

*(a 10 minute adjournment then followed before the next business).*

**161 Exclusion of the Press and Public**

**DISISION:** that the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information namely, information relating to the financial or business affairs of a third party and of the County Council (as the authority holding that information) and by virtue of the fact that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**162 Learner Services to Schools Re-Commissioning Update**

(An item taken in the absence of the press and public – see minute 161 above)

(Schools Members: Mrs Blewett, Mrs Pickering and Mrs Sturtivant, declared an interest by virtue of agreement arrangements and withdrew from the meeting).

**DISCUSSION:**

The Head of Education & Learning updated the Forum on the position with the Learner Services to Schools re-commissioning.

# Agenda Item 18a

DEVON EDUCATION FORUM  
17/06/20

## **DECISION:**

That the Forum supports the Head of Education & Learning's proposed recommendation to Cabinet's next meeting on 8 July 2020 as outlined to Forum members.

**163**

### **Retiring Members**

(a) The Chair on behalf of the Forum thanked members for their contribution who were retiring/standing down from DEF:-

Mr Martyn Boxall, Mrs Julie Phelan, Mrs Teresa Sturtivant; and

Mrs Lydia Wright (temporary basis only, attendance to be covered by named substitute).

(b) Forum Members and the Chief Officer for Children's Services expressed appreciation to the Chair for her service at her last meeting.

The Meeting started at 10.00 am and finished at 1.00 pm

The Schools Forum web is [www.devon.gov.uk/schoolsforum](http://www.devon.gov.uk/schoolsforum)



# DEVON COUNTY COUNCIL

## COUNCIL/CABINET FORWARD PLAN

In line with the public's general rights of access to information and the promotion of transparency in the way which decisions are taken by or on behalf of the Council, Devon County Council produces a Forward Plan of any Key Decisions to be taken by the Cabinet and any Framework Decisions to be made by the County Council. The Plan normally covers a period of a minimum of four months from the date of publication and is updated every month.

The County Council has defined key decisions as those which by reason of their strategic, political or financial significance or which will have a significant effect on communities in more than one division are to be made by the Cabinet or a Committee of the Cabinet. Framework Decisions are those decisions, which, in line with Article 4 of the Council's Constitution must be made by the County Council.

The Cabinet will, at every meeting, review its forthcoming business and determine which items are to be defined as key decisions and the date of the meeting at which every such decision is to be made, indicating what documents will be considered and where, in line with legislation, any item may exceptionally be considered in the absence of the press and public. The revised Plan will be published immediately after each meeting. *Where possible the County Council will attempt to keep to the dates shown in the Plan. It is possible that on occasion may need to be rescheduled.* Please ensure therefore that you refer to the most up to date Plan.

An up to date version of the Plan will available for inspection at the Democratic Services & Scrutiny Secretariat in the Office of the County Solicitor at County Hall, Topsham Road, Exeter (Telephone: 01392 382264) between the hours of 9.30am and 4.30am on Mondays to Thursdays and 9.30am and 3.30pm on Fridays, free of charge, or on the County Council's web site, 'Information Devon', (<http://www.devon.gov.uk/dcc/committee/>) at any time.

Copies of Agenda and Reports of the Cabinet or other Committees of the County Council referred to in this Plan area also on the Council's Website at (<http://www.devon.gov.uk/dcc/committee/mingifs.html>)

# FORWARD PLAN

All items listed in this Forward Plan will be discussed in public at the relevant meeting, unless otherwise indicated for the reasons shown

Any person who wishes to make representations to the Council/Cabinet about (a) any of the matters proposed for consideration in respect of which a decision is to be made or (b) whether or not they are to be discussed in public or private, as outlined below, may do so in writing, before the designated Date for Decision shown, to The Democratic Services & Scrutiny Secretariat, County Hall, Exeter, EX2 4QD or by email to: [members.services@devon.gov.uk](mailto:members.services@devon.gov.uk)

## PART A - KEY DECISIONS

(To Be made by the Cabinet)

Page 188

| Date of Decision | Matter for Decision                                                                                                                             | Consultees                                     | Means of Consultation**               | Documents to be considered in making decision                                                                                                                                                                    | County Council Electoral Division(s) affected by matter |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
|                  | <i>Regular / Annual Matters for Consideration</i>                                                                                               |                                                |                                       |                                                                                                                                                                                                                  |                                                         |
| 2 July 2020      | Approval to Revenue & Capital Outturn, for the preceding financial year                                                                         | N/A                                            | N/A                                   | Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                                                 | All Divisions                                           |
| 9 December 2020  | Target Budget and Service Targets for Forthcoming Year                                                                                          |                                                |                                       | Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                                                 | All Divisions                                           |
| 12 February 2021 | Admission Arrangements and Education Travel Review: Approval to admission arrangements for subsequent academic year                             | TBC                                            | TBC                                   | Report of the pa head of education outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                                             | All Divisions                                           |
| 10 March 2021    | Flood Risk Management Action Plan 2021/2022 Update on the current year's programme and approval of schemes and proposed investment in 2021/2022 | Liaison through Devon Operation Drainage Group | All other Risk Management Authorities | Report of the Head of Planning, Transportation and Environment outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                 | All Divisions                                           |
| 14 April 2021    | County Road Highway Maintenance Capital Budget                                                                                                  | N/A                                            |                                       | Report of the Chief Officer for Highways, Infrastructure Development and Waste outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary. | All Divisions                                           |

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| 14 April 2021                             | County Road Highway Maintenance Revenue Budget and On Street Parking Account                                                                                                                                                                                                                                               | N/A                                                                             | N/A                                                                                       | Report of the Chief Officer for Highways, Infrastructure Development and Waste outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary. | All Divisions                                                                                                                                                                       |
| <b>Specific Matters for Consideration</b> |                                                                                                                                                                                                                                                                                                                            |                                                                                 |                                                                                           |                                                                                                                                                                                                                  |                                                                                                                                                                                     |
| 8 July 2020                               | North Devon Link Road (NDLR) Improvement Scheme: Approval to Proceed with submission of Final Business Case, Tender Award & Construction                                                                                                                                                                                   | DfT, North Devon and Torridge District Councils, public, and interested parties | Public consultation including public exhibition, press releases, meetings, Scheme website | Report of the Head of Planning, Transportation and Environment outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                 | Barnstaple North; Barnstaple South; Bideford East; Bideford West & Hartland; Chulmleigh & Landkey; Fremington Rural; South Molton; Tiverton East; Tiverton West; Willand & Uffculme |
| 8 July 2020                               | Award of Street Lighting Contract 2020 to 2030<br><i>This matter will be considered in Part 2, on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act namely, the financial or business affairs of a third party and of the County Council.</i> | N/A                                                                             | N/A                                                                                       | Report of the Chief Officer for Highways, Infrastructure Development and Waste outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary. | All Divisions                                                                                                                                                                       |
| 8 July 2020                               | Proposals for additional Highway Maintenance Capital Allocation 2020-21 - Pothole Fund - Budget 2020                                                                                                                                                                                                                       | N/A                                                                             | N/A                                                                                       | Report of the Chief Officer for Highways, Infrastructure Development and Waste outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary. | All Divisions                                                                                                                                                                       |
| 8 July 2020                               | Learner Services Contract Extension<br>To approve an extension to the Learner Services Contract.                                                                                                                                                                                                                           | N/A                                                                             | N/A                                                                                       | Report of the Head of Education and Learning outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                                   | All Divisions                                                                                                                                                                       |
| 8 July 2020                               | SEN Business Case                                                                                                                                                                                                                                                                                                          |                                                                                 |                                                                                           | Report of the Chief Officer for Childrens Services outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                             |                                                                                                                                                                                     |
| 9 September 2020                          | Budget Monitoring - Month 4                                                                                                                                                                                                                                                                                                |                                                                                 |                                                                                           | Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                                                 | All Divisions                                                                                                                                                                       |

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| 9 September 2020 | Government Housing Infrastructure Schemes at Dawlish, Cullompton and Tiverton: Approval of legal agreements with District Councils, and authority to progress to construction | Statutory and Public                                                                                              | Undertaken as part of Local Plan and Planning Application.                                                                               | Report of the Head of Planning, Transportation and Environment outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                 | Dawlish; Cullompton & Bradninch; Tiverton East |
| 9 September 2020 | The Waste Asset Management & HWRC Improvement Strategy to include seeking approval to progress planning for a new Tavistock Household Waste Recycling Centre                  | TBA                                                                                                               | TBA                                                                                                                                      | Report of the Chief Officer for Highways, Infrastructure Development and Waste outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary. | All Divisions                                  |
| 9 September 2020 | Exeter Transport Strategy 2020-2030: For approval                                                                                                                             | Public Consultation Corporate Infrastructure and Regulatory Services Scrutiny Committee (Standing Overview Group) | Online Public Consultation – including Strategy Document, Leaflet, Evidence Base and Online Questionnaire Meetings with key stakeholders | Report of the Head of Planning, Transportation and Environment outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                 | All in Exeter                                  |
| 9 September 2020 | Market Position Statement (Adults) - Annual Update                                                                                                                            |                                                                                                                   |                                                                                                                                          | Report of the Joint Associate Director of Commissioning outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                        | All Divisions                                  |
| 9 September 2020 | Trading Standards Joint Service Renewal of the joint service agreement and an extension of the Service to include Plymouth                                                    |                                                                                                                   |                                                                                                                                          | Report of the outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                                                                  | All Divisions                                  |
| 11 November 2020 | Approval of the Resource & Waste Management Strategy for Devon 2020-2030                                                                                                      | Stakeholders                                                                                                      | Conference followed by online consultation                                                                                               | Report of the Chief Officer for Highways, Infrastructure Development and Waste outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary. | All Divisions                                  |
| 11 November 2020 | Budget Monitoring - Month 6                                                                                                                                                   |                                                                                                                   |                                                                                                                                          | Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                                                 | All Divisions                                  |

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| <p>9<br/>December<br/>2020</p> | <p>Local Flood Risk Management Strategy for Devon<br/>Draft Local Flood Risk Management Strategy and<br/>supporting documents including: Strategic<br/>Environmental Assessment (SEA) and Equality<br/>Impact Assessment (EIA)</p> | <p>Other Risk<br/>Management<br/>Authorities,<br/>Key<br/>Stakeholders<br/>and the<br/>general public</p> | <p>Public<br/>consultation</p> | <p>Report of the Head of Planning, Transportation and<br/>Environment outlining all relevant considerations,<br/>information and material including any equality and / or<br/>impact assessments, as necessary.</p> | <p>All Divisions</p> |
| <p>10 March<br/>2021</p>       | <p>Budget Monitoring - Month 10</p>                                                                                                                                                                                                |                                                                                                           |                                | <p>Report of the County Treasurer outlining all relevant<br/>considerations, information and material including any<br/>equality and / or impact assessments, as necessary.</p>                                     | <p>All Divisions</p> |

| <b>PART B -FRAMEWORK DECISIONS</b><br>(Requiring approval of the County Council) |                                                                                                                          |                   |                                |                                                                                                                                                                  |                                                                |
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| <b>Date of Decision</b>                                                          | <b>Matter for Decision</b>                                                                                               | <b>Consultees</b> | <b>Means of Consultation**</b> | <b>Documents to be considered in making decision</b>                                                                                                             | <b>County Council Electoral Division(s) affected by matter</b> |
| 20 January 2021<br><br>18 February 2021                                          | Pay Policy Statement 2021/2022<br>To approve the Councils Pay Policy Statement                                           |                   |                                | Report of the County Solicitor outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary. | All Divisions                                                  |
| 22 February 2021<br><br>14 February 2021                                         | Revenue Budget, Medium Term Financial Strategy 2021/2022 - 2024/2025 and the Capital Programme for 2021/2022 - 2025/2026 |                   |                                | Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary. | All Divisions                                                  |

## PART C - OTHER MATTERS

(i.e. Neither Key Nor Framework Decisions)

| Date of Decision                                                             | Matter for Decision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Consultees                                                                                                       | Means of Consultation** | Documents to be considered in making decision                                                                                                                                                                            | County Council Electoral Division(s) affected by matter |
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| 8 July 2020                                                                  | COVID 19 Response and Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                  |                         | Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                                                         |                                                         |
| 8 July 2020                                                                  | Local Outbreak Management Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Relevant Partners                                                                                                | N/A                     | Report of the Chief Officer for Communities, Public Health, Environment and Prosperity outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary. | All Divisions                                           |
| <i>Regular / Annual Matters for Consideration</i>                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                  |                         |                                                                                                                                                                                                                          |                                                         |
| Between 8 July 2020 and 5 May 2021                                           | Standing Items, as necessary (Minutes, References from Committees, Notices of Motion and Registers of Delegated or Urgent Decisions)                                                                                                                                                                                                                                                                                                                                                                | As necessary                                                                                                     |                         | Report of the TBC outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                                                                      | All Divisions                                           |
| Between 8 July 2020 and 1 May 2021<br><br>Between 8 July 2020 and 1 May 2021 | Standing Items, as necessary (Minutes, References from Committees, Notices of Motion and Registers of Delegated or Urgent Decisions) <i>[NB: Items relating to the letting or occupancy of individual holdings may contain information about, or which is likely to reveal the identity of, an applicant for a holding and about the financial and business affairs of the Council and any prospective or existing tenant that may need to be discussed in the absence of the press and public]</i> | To be considered at the Farms Estates Committee, including any advice of the Council's Agents NPS South West Ltd |                         | Report of the County Treasurer, Head of Digital Transformation and Business Support outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.    | All Divisions                                           |

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| 8 July 2020                               | Treasury Management Stewardship Outturn Report | Corporate Infrastructure and Regulatory Services Scrutiny Committee | n/a       | Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                                                         | All Divisions |
| 14 October 2020                           | Devon Safeguarding Adults Annual Report 2020   |                                                                     |           | Report of the Chair of the Safeguarding Board outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                                          | All Divisions |
| 9 December 2020                           | Treasury Management Mid Year Report            | Corporate Infrastructure and Regulatory Services Scrutiny Committee | Committee | Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                                                         | All Divisions |
| 14 April 2021                             | Public Health Annual Report 2020/2021          |                                                                     |           | Report of the Chief Officer for Communities, Public Health, Environment and Prosperity outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary. | All Divisions |
| <i>Specific Matters for Consideration</i> |                                                |                                                                     |           |                                                                                                                                                                                                                          |               |

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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